



Empowering with information

**COMPENDIUM OF IMPORTANT
DEPARTMENTAL CIRCULARS / ORDERS**

2010-11

THE KOLKATA MUNICIPAL CORPORATION

MESSAGE

I am immensely pleased to note that the Kolkata Municipal Corporation is bringing out the Compendium of important Departmental Circulars and Office Orders for the financial years 2010-11 to 2013-14 separately in four volumes. This is a constructive initiative taken, considering the fact that many important departmental office orders and Circulars have been compiled in a single volume pertaining to the relevant financial year. This will serve as a comprehensive guide to office work.

Illustrations contained in various Central and State Acts and Rules framed thereunder, by the respective Government, and Resolutions taken in the Mayor-in-Council and Corporation level meetings have been reflected in the directives, guidelines and instructions contained in the Departmental Circulars and Office Orders.

The overall aim is to increase efficacy in work and to make the administration more responsive. Efforts have been made to maintain concordance between organizational goals, procedures of work and functionaries entrusted with the responsibility of discharging them. For those who are working in the Kolkata Municipal Corporation and for future entrants, the Compendium of important Departmental Circulars and Office Orders will be an invaluable source of training, guidance and reference.

I am sure that the volumes of Compendium of important Departmental Circulars and Office Orders would be of help to all who serve in the Kolkata Municipal Corporation to increase their efficiency and effectiveness in work.



Sovan Chatterjee
Mayor
The Kolkata Municipal Corporation

Khalil Ahmed, I.A.S.
Municipal Commissioner

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PREFACE

There are a number of Circulars and Office Orders which have been issued from the Offices of the Municipal Commissioner and other Controlling Officers of the respective departments of the Kolkata Municipal Corporation from time to time.

The need was felt to publish the volumes of Compendium of important Circulars and Office Orders, for the financial year 2010-11 to 2013-14, so that the Circulars and office orders were readily available at the time of urgency. The volumes of Compendium of Circulars can serve as reference books on the day to day functioning of the departments of this Corporation and will throw light on the nuances of City Administration and Urban Governance. Surely this publication of Compendium in four separate volumes, will serve as vital sources of information on the nature of work and functions of various departments of this Corporation. These volumes of Compendium will empower the functionaries at all levels of the Kolkata Municipal Corporation and will enhance the efficacy of the workforce.

An elaborate exercise was done under the guidance of Sri Upendranath Sarkar, Joint Municipal Commissioner (Personnel & Supply) and Sri Harihar Prasad Mandal, Municipal Secretary, to collect, compile and publish the volumes of Compendium. Concerted effort was put in by Sri Saubhik Bhattacharya, Dy. Manager (Mpl. Commissioner's Department) and Sri Kalicharan Banerjee, Dy. Manager (Dept. of Social Welfare & Urban Poverty Alleviation) to compile the Circulars and office orders issued from respective departments. All Controlling Officers and Heads of Departments have also put in their endeavour in providing the office orders and circulars for the publication of the volumes of the Compendium. Sri Ayan Goswami, Steno-typist and Sri Saikat Roy, Computer Operator, both have made every effort in typing these circulars and office orders. Sri Biswajit Biswas, Press Superintendent has taken painstaking effort to print the volumes of Compendium in our Printing Press.

We are thankful to all of them.

Dated : 2nd May, 2014



(Khalil Ahmed)
Municipal Commissioner

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22	27/9/2010	Permission for Election of Mobile Towers.	DG	73
27	27/12/2010	In case of large project where regularization has been done the party has to produce the CD which shall be incorporated in the system along with the original sanctioned plan for future reference.	DG	74
28	24/12/2010	Computer print out of drawings may be allowed to be accepted while dealing the case or cases under Building Dept. of specific size as stipulated in the Building Rules such as A0, A1, A2, A3 etc.	DG	74
5	26/7/2010	Creation of a special cell/special office for avoidance of adverse order passed by Hon'ble High Court even leading to contempt of court due to unawareness of the Bldg. Dept. keeping liaison with offices including Head Office for pursuing the cases interacting with the Law Dept.	DG - II	75
6	17/8/2010	In case of "Non-availability" or the "Late-availability" of the Writ Petition from the concerned petitioner and internal office of KMC leading to "Contempt of Court" the newly created Legal Cell will deal with the files relating to court matters particularly the dictated order by different Court of Law with prior importance for avoidance of future complication.	DG - II	75
7	16/9/2010	Guidelines to deal with some plan cases where building construction has commenced as per plan sanction under Building Rule, 1990 and applicants had applied for addition / alteration under rule 82 of KMC Building Rule, 2009 and if construction was not made a fresh plan may be submitted under section 393 and as per Building Rule, 2009.	DG	76
8	1/10/2010	Cases which attracts provision of section 406(3) of the KMC Act, 1980 should be placed before the Municipal Commissioner through proper channel and no additional fees shall be imposed unless specific order has been issued.	DG	77
20	4/1/2011	Residential buildings, with an area up to 250 Sqm. at the junction of two streets, width of one of the streets is more than 9.0 Mtr. is to be dealt departmentally. In case of non-residential building the matter is to be placed before the "Municipal Building Committee". In case of any other relaxation the case is to be referred to the concerned Exe. Engineer, Dy. Chief Engineer and DG (Building).	DG	77
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16	17/5/2010	Shifting of Day Session of KMCP School in the Morning Session due to excessive heat.	Chief Manager (Education)	84
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21	26/5/2010	Modus Operandi of Rice Store Road occupied for keeping Rice stock lifted from FCI Godown and stored to KMCP School (1) KMCP, Nepal Bhattacharya- (2) KMCP school at Debi Chowdhury Road, (3) KMCP school at Ahiri Pukur Road.	Chief Manager (Education)	85
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Finance & Accounts Department				
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11	12/15/2010	To ensure submission of Adjustment bills with muster rolls to Dy. CMFA-VI cell, in respect of Cash GR-2009-10.	Controller of Municipal Fin. & Acct.	101
12	1/13/2011	In continuation to F & A Deptt. Circular No. 3 of 2010-11 dated 28-06-2010, all concerned are to ensure deduction of Income Tax at Source from salary for the current FY to be completed within the February 2011, i.e. Salary Bill of February 2011, payable in March, 2011.	Controller of Municipal Fin. & Acct.	101
13	1/13/2011	Development and support team under the supervision of Manager (Systems) to ensure smooth handover of MAS architecture, SRS, User Manual etc. and Central team to understand the database design application source code, reports etc from TCS.	Controller of Municipal Fin. & Acct.	106
14	1/24/2011	Reminder no. 2 of F & A Deptt. Circular no. 11 of 2010-11 regarding submission of Adjustment bills with muster rolls to Dy. CMFA-VI cell, in respect of Cash GR-2009-10.	Controller of Municipal Fin. & Acct.	106
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184	26/8/2010	All Malaria Clinics to remain open upto 5pm on all days including Sundays and holidays. Ward Health Units will also be attended by Sarkar Health / MHA/Bailiff and all Field Workers, Health Supervisor of the Borough will be on duty. Provision of Tiffin allowance and other allowance have been made.	Chief Municipal Health Officer	108

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2	7/4/2010	Private Security Guards be allowed to enjoy one weekly day of rest and the Private Security Agencies shall depute substitute on the days of such rest. The cost for deputing substitute on such one weekly day of rest will be met up from the Budget Fund of the K.M.C.	Municipal Secretary	109
4	12/4/2010	KMC offices/schools, barring the maintenance and essential services, shall remain closed on Wednesday, the 14 th April, 2010 on the occasion of the Birthday Anniversary of Dr. B. R. Ambedkar.	Municipal Secretary	110
5	23/4/2010	Re-naming of Roads in wards 33,54,87,68 and 71.	Municipal Secry.	110
7	17/6/2010	Allocation of portfolios amongst the Dy Mayor and the Members of the Mayor-in-Council for convenient transaction of business of the Corporation.	Municipal Secretary	110
10	13/7/2010	Smt. Sanchita Mondal, Member, Mayor-In-Council (Environment, Training Institute & Welfare Services) and Smt. Anita Kar Majumdar, Councillor of Ward No. 113 are nominated by the Hon'ble Mayor to be the members of the Corporation Level Authority which is to be constituted for implementation of West Bengal Act XVIII and West Bengal Ground Water Resources (Management, Control & Regulation) Act, 2005, in the KMC area.	Municipal Secretary	111
12	6/8/2010	Revision of Wage-pattern of the contractual Power Boat Helper, Armed Security Guard, Power Boat Driver, Security Supervisor and Asstt. Security officer who are deployed by the KMC through various Agencies w.e.f 1st April, 2009.	Municipal Secretary	112
13	6/8/2010	Revision of Wage-pattern of the contractual Power Boat Helper, Armed Security Guard, Power Boat Driver, Security Supervisor and Asstt. Security officer who are deployed by the KMC through various Agencies, w.e.f. 1st October, 2009.	Municipal Secretary	113
14	10/8/2010	Muslim Employees of Kolkata Municipal Corporation who observe "Fasting" during the month of "RAMJAN", may be allowed to leave office on and from 12.08.2010 to the last day of "RAMJAN" one hour earlier than usual office hour excepting Saturday and half holidays.	Municipal Secretary	113
17	21/9/2010	Allowing the Hindu employees of the Kolkata Municipal Corporation to perform 'TARPAN' during 'PITRI PAKSHA'	Municipal Secretary	114
18	30/9/2010	All correspondences regarding Mediclaim should be made on a working day except Saturdays between 2-30 p.m. and 4-30 p.m.	Municipal Secretary	114
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44	12/10/2010	Casual workers working under different agencies in SWM, Drainage & Security Section of Secretary's Department etc. will be paid Puja exgratia @ Rs. 350/- (Rupees Three hundred fifty only) per head for the year 2010-11.	Municipal Secretary	122
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44/VIII	1/13/2011	Clarification on pay fixation of departmental employees in cases of promotions / appointments to higher posts.	Dy. Municipal Commissioner (Personnel)	133
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2	4/20/2010	KMC employees who are guided under Contributory Provident Fund Scheme may exercise revised option if such employee wants to come under D.C.R.B Regulations, 1982.	Municipal Commissioner	134
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4	5/4/2010	15 employees have been allowed to come under the KMC D.C.R.B Regulations, 1982 w.e.f. April, 2010.	Municipal Commissioner	135
5	6/10/2010	Pension of pensioners who retired on or after 01-01-2006 will have to revised and revised pay-structure will have to be updated in the Service Book.	Chief Manager (SR & AC) Pension Cell P. F. Section	136
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7	11/20/2010	Restoration of commuted portion of pension of KMC pensioners.	Chief Manager (SR & AC) Pension Cell P. F. Section	137

Circular No.	Date	Brief Description	Related Deptts./ Subject/Issued By	Page No.
8	12/7/2010	Grant of Relief on Pension to the Pensioners / Family Pensioners of KMC w.e.f December 01, 2010.	Chief Manager (SR & AC) Pension Cell P. F. Section	137
9	1/6/2011	Income ceiling for entitlement of Family Pension in favour of widowed / divorced / un-married daughter and 'dependent parents' of KMC employees/ pensioners.	Chief Manager (SR & AC) Pension Cell P. F. Section	138
10	1/25/2011	Change / correction of Salary Bank Account of KMC employees may be made through applications along with NOC from existing Banks.	Chief Manager (SR & AC) Pension Cell P. F. Section	138
Treasury Department				
10	8/17/2010	Asstt. Treasurers / Supervisors of the CCC's and CSC's under the Treasurer Department to follow guidelines related to security and safety procedures.	Treasurer	139
Department of Municipal Affairs, Govt. of West Bengal				
119/MA/O/C-4/3B-1/2004	3/5/2009	The Governor has been pleased to approve adoption of the interim income and expenditure in place of the Annual Budget of the Kolkata Municipal Corporation in view of the ensuing Parliamentary Election as per the Model Code of Conduct.	Jt. Secretary	140

THE KOLKATA MUNICIPAL CORPORATION

Municipal Commissioner's Department

Municipal Commissioner's Circular No. 29 of 2010 – 2011 Date: 17.09.2010

Sub : Role of hired operators from external agencies work in Assessment - Collection and Licence Department.

It has been brought to notice that Circular No. 59 of 2008-2009 dated 2.2.2009 of Municipal Commissioner, which laid down the parameters to be followed for hired operators from external agencies working in the e-Governance framework is not being strictly followed particularly in office of Assessor- Collector (Tolly Tax), Assessor-Collector (Jadavpur Unit) and Assessor - Collector (Gardenreach Unit).

Particular attention is drawn to para 3(iii) of the circular which is reproduced below :

“Hired operators should be given only data entry jobs of routine nature and clearing of data entry backlogs, to the extent they exist in different departments. However, wherever entering a particular datum in the system requires prior application of mind by the department, such data entry would invariably be done by a hired operator on the basis of authorization/permission-of a departmental officer/member of staff through adequate check and balance mechanism. In case such prior decision by a departmental official or a member of staff is found to be practically difficult in a given situation, then post facto checking and certification by the department has to be strictly ensured and a record thereof must be strictly maintained”

It is reiterated that this has to be strictly followed and complied with.

The following has to be put in force from 20th September, 2010 in partial modification of earlier circular.

Password will NOT be made available to any hired operator from external agencies. The password will be entered at beginning of the day by a responsible official/staff of the department concerned (to be assigned by Head of Department). After entry the data entry operator maybe asked to perform the duties. At the end of day, the responsible official/staff will log off.

The role of hired operators will be assigned by the department with approval of Controlling Officer as per Circular above. No ‘manual Demand Update’ and ‘Special Collection - Back Dated Suspense’ will be allowed to outside hired operators.

Sd/-
Municipal Commissioner

Municipal Commissioner's Circular No. 35 of 2010-2011. Dated : 05.10.2010.

Sub : Streamlining some complicated and vital issues of Assessment-Collection Department.

Ref : Resolution of M.I.C dt. 09/09/10 vide Item No.M-6.3 regarding streamlining some complicated and burning issues of Assessment-Collection Department.

The Mayor-in-Council resolved :

I)

1. (a) Assessment of un assessed plot of vacant land, which is not built upon, should take effect from the GR cycle (even if not published / notified and/or final assessment list was not published) which is immediately preceding the date of registration of the instrument regarding purchase of the plot by the purchaser / applicant.

(b) Annual Valuation of assessed plot comprising vacant land, which is not built upon, shall be fixed by increasing the RR by 20% of the RR of immediately preceding decided Annual Valuation upon inviting objection from the assesses in that respect within a stipulated time frame of 21 days from the date of intimation through a notice under Certificate of Posting.Ifno objection is received from the owner and / or applicant within the said time frame, then

the Annual Valuation will be deemed to have been accepted by the owner and/or applicant and bills will be raised accordingly. This guideline will also be applicable for such cases where valuation is yet to be determined.

2. Assessment of building with land appurtenant thereto [Section 174(1) to be read with 178(2) (i)]- If any residential or non-residential premises includes land as well as construction, then the appurtenant land, excluding the area equivalent to the covered area at the ground level of the construction, will be treated as vacant land (as per Notarized declaration submitted by the owner and/or applicant) for the purpose of assessment of property tax. The base/prevaling respective RR in that area at the relevant quarter of assessment may be considered as the RR for the building. For appurtenant left out land the RR/ sqft. will be taken as 50% of the RR/sqft., so taken for the constructed area.

However, if on scrutiny it is observed that the Annual Valuation so fixed is unusually low, then it will be the discretion of Assessor-Collector concerned and / or Chief Manager(Revenue) to value it properly in order to ensure reasonableness compared to the valuation of similar other properties in the locality.

3. (a) No further GR will be notified and/or published in respect of the wards, where GR is pending and notification has not been made until further order of Mpl. Commissioner.
(b) No GR process will be operative in respect of the wards, for which GR notification has already been made but Assessment list has not yet been published.
(c) The wards, where Assessment list has been prepared, but Annual Valuations have not yet been determined, the Annual Valuation shall be fixed by increasing the RR by 10% **(for residential premises)** and by 20% **(for non-residential premises)** of the RR of immediately preceding decided Annual Valuation upon inviting objections from the assesseees in that respect within a stipulated time frame of 21 days from the date of intimation through a notice under certificate of posting. If no objection is received from the owner and/or applicant within the said time frame, then the Annual Valuation will be deemed to have been accepted by the owner and/or applicant and bills will be raised accordingly. This procedure will be followed on cancellation of the proposed assessment wherever necessary.

However, it is hereby made clear that such procedure shall be applicable only for those cases where **no change, addition or alternation will be observed.**

(d) The wards, where Assessment list has been prepared and determination of Annual Valuations is underway (Annual Valuation of good number of premises have already been determined), firstly notice will be sent to the owner and / or applicant stating the Annual Valuation inviting objection thereof. If objected to, those Annual Valuations will then be put to hearing in order to avoid any disparity and / or future complicacies.

(e) In case of any intermediate assessment for apportionment, separation and/or amalgamation the preceding GR/GRs whether un notified or notified but Assessment list not published, should be made complete simultaneously at the time of said intermediate assessment to avoid future complicacies following the process mentioned at point no.3(c) above.

However, it is made clear that at the time of enquiry/inspection, if it is found that any building or premises does attract intermediate assessment or revaluation u/s 180(2) of KMC Act, 1980, then assessment will be done on usual process accordingly.

4. Assessment of ceremonial houses / guest houses /nursing homes etc. shall, henceforth be made on RR/sqft basis for non residential use. RR shall be considered at the prevailing non-residential RR in that area at the relevant quarter of assessment.

However, the onus will lie on the assessee to declare the date/ period of commencement of such use of the premises.

5. Henceforth, mutation-amalgamation or mutation-separation cases shall be dealt with following the guideline, as detailed in Mpl.Commissioner's Circular No.61/2002-03, instead

of Mpl. Commissioner's Cir.No.34/2001-02, in consonance with Sec.178 of KMC Act, 1980 without insisting on reservation or examination of means of access etc.

II)

1. (i) In order to solve the problem of TTD and SSU relating to missing demand and its reconciliation, the demands incorporated in the PLS (Premises Ledger System) may be insisted upon and should be treated as final. No further insertion of missing demands can be made unless they are found in manual PLS wherever available.

(ii) Since there is no PLS as such at JU we may honour the data as incorporated in the Stand-alone PC through FoxPro method for dealing with the problems of missing demand and its reconciliation.

Be it made clear that properties of Government or other Statutory Organisations will not come under this purview. The properties against which litigation is pending before various Courts of law will, also, not come under this purview.

2. Manually issued tax clearance certificate of TTD, JU and to some extent SSU should be given due credence and cognizance, **if produced in original before the Assessor-Collectors concerned.**

It is clarified that only prospective effect can be given but claim for retrospective effect will not be entertained.

3. No mutation shall further be stopped for Touzi No.145 under Mouza-Kasba. The present norms/practice and provisions of the Act will prevail, if not otherwise decided or found to be contrary by any Competent Court of Law. The applicants, who will submit applications in A-42 Form along with all necessary papers and documents, specially Registered Indenture/Deed should be given due credence and cognizance as regard to mutation for Touzi No.145 under Mouza-Kasba as per existing norms and practice of the KMC.

4. To deal with the matters relating to assessment of premises falling under (a) East-Kolkata Wet Land Authority and (b) Fisheries Department Govt. of West Bengal, we will refer the cases before the Wet Land Authorities for obtaining clearance and NOC for conversion. On receipt of such clearance and NOC, mutation of the properties will be made without mentioning the term 'Wet Land'. In case of Lands falling under the jurisdiction of (b) Fisheries Department, Govt. of West Bengal de-requisition certificate from the Fisheries Department, Govt. of West Bengal will be necessary. On receipt of necessary certificate as well as NOC for conversion, mutation certificate will be issued without writing 'Beel' in it.

5. Applications in A-42 Form with relevant papers for assessment and/or separation of fragmented or big plots of land will be given due credence and cognizance. The department will not insist upon fulfillment of the criteria u/s 364 & 365 of KMC Act, 1980 and will do mutation/separation on usual process following section 178 of KMC Act, 1980 only.

The above decisions will take immediate effect in supersession of all other circulars/orders with regard to the aforementioned issues, with prospective effect, until further order.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 45 of 2010-11 Date 15.12.2010

Sometimes, it is being observed that Hearing Officers, while deciding valuation u/s 188 of KMC Act, 1980 are asking the Assessor-Collector to certify whether the valuation proposed by the department are justified and are noting various comments on the Inspection Book. It is enjoined upon the Hearing Officers that they should themselves ascertain the justification of the assessment made by the department while deciding the valuation' and to note all their comments and reasoned

order on the hearing docket only as stipulated in the KMC (Taxation) Rules 1987.

However, it is made clear that in terms of proviso as contained in section 187(3) of KMC Act, 1980, the Hearing Officers may seek explanation regarding any entry in the Inspection Book/ Assessment List or ask for any relevant record from the department to be placed before them.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 34 of 2010-2011. Date : 30.9.2010.

The terms of Mr. S. K. Salim, S.O.(Bldg.) and Mr. Chunilal Mukhopadhyay, S.O.(Bldg.) will end on 30th September, 2010.

It has been decided that Shri Amarnath Mallick, Joint Municipal Commissioner (Revenue) and Shri Tapas Choudhury, Municipal Secretary will hear cases relating to Section 400 (1) and 416 of KMC Act, 1980 as assigned to them.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 37 of 2010-2011 Dated: 13.10.2010

Sub : Management of Building Department

In partial modification and in partial consolidation of all earlier circulars /notices / arrangements with regard to the subject above, it is hereby ordered that the structure of delegation of the Municipal Commissioner's powers regarding various aspects of the Building Department of KMC will henceforth be as mentioned below :

Activity	Sub Activity	Proposed Sanctioning Authority
Sanctioning of Building Plan Proposal and Issuance of Building Permit	Primary Scrutiny - acceptance or refusal of proposal	· Clerical section/SA E of the Concerned Borough (Building)
	Detailed Scrutiny Report / infringement letter	· Concerned Borough AE(Building) for buildings upto Gr. +3 and land area upto 300 Sq. Mts (residential) · Concerned Borough EE (Building) for any other building.
	Site Inspection Report of the Proposed Building	· Concerned Borough AE (Building) to be responsible to get inspection done through SAE (Building) in the Borough
	Generation of Demand Notice for authorized building plans	· Concerned Borough AE (Building) for buildings upto Gr+3 and land area upto 300 Sq. Mts (residential) · Concerned Borough EE (Building) for all other authorized building plans. · For all cases where rates are not fixed as per schedule and /or fees are above Rs. 5 lakh,

		<p>demand calculation will be pre-audited by IFU before issue of demand notice.</p> <ul style="list-style-type: none"> · For all other cases (i.e. cases where rates are fixed as per schedule or cases where rates are not fixed but fees are equal to or below Rs.5 lakh) demand calculations shall be subject to post audit by IFUs.
	Clearance for the Building Plan proposal / building permit.	<ul style="list-style-type: none"> · Concerned Borough AE (Building) for buildings upto Gr+3 and land area upto 300 Sq. Mts (residential) · Concerned Borough EE (Building) for all other authorized building plans.
	Withholding sanction to the erection of building or execution of work u/s 398	· DG (Building)
	Revalidation of sanction plan u/s 399	· Concerned Borough EE (Building) can specify a reasonable period within which the building or work is to be completed.
		<ul style="list-style-type: none"> · Concerned Borough EE (Building) may revalidate any sanction plan which is in conformity with the existing Building Rules with prior approval from DCE (Building) concerned. · If proposals were in conformity with the Building Rules in force when the proposals were last sanctioned provided they are not more than 20 years old but are not in conformity with the prevailing Building Rules, then DG (Building) may revalidate such sanction plans on a case to case examination after obtaining prior approval from MMIC (Building).
	Special powers as to buildings and works on either side of new streets as per section-406(1) and 406(2)	· DCE (Building)
	Special powers as to buildings and works on either side of new streets as per section-406(3)	· DG (Building)
	Permission for use of inflammable materials for buildings etc. u/s 407	<ul style="list-style-type: none"> · DG (Building) for Building Committee Cases. · Concerned Borough EE (Building) for non Committee Cases.
	Power to require alteration of existing buildings u/s 410	<ul style="list-style-type: none"> · DG (Building) for compliance of above 500 Sq. M of land · DCE (Building) for Lift, Stair and other cases.
Cancel sanction under		· DG (Building) in

misrepresentation under section 397/Rule 19		consultation with L.A or any other competent officer as may be deemed fit.
Regularization of sanctioned Building Plan {(under Rule 25 (2a & 2B). of Building Rule 1990 & 26 (2a & 2b) of Building Rule 2009 Section 402)}		<ul style="list-style-type: none"> · Concerned Borough AE (Building) for buildings upto Gr+3 and land area upto 300 Sq. Mts (residential) · DCE (Building) upto Gr+5 or land area upto 500 Sq. Mts (residential) · DG (Building) for buildings above Gr.+5 or land area beyond 500 Sq. Mts. For residential buildings and all commercial buildings. · However, for mass housing projects and large commercial projects. DG (Building) shall take prior approval of MBC.
Issue Occupancy/Completion Certificate	Inspection during construction (upto plinth level)	· Concerned Borough AE (Building)
	Issuance of Building Occupancy / Completion Certificate / Partial (temporary) Occupancy / Completion Certificate	<ul style="list-style-type: none"> · Concerned EE (Building) for buildings upto Gr+3 and land area upto 300 Sq. Mts. (residential) · Concerned DCE (Building) for buildings Sq. Mts. (all category). · All other cases: DG (Building) with the recommendation from DCE.
Prevention, Monitoring and Handling of Unauthorized & insecure Buildings	Inspection and detection of unauthorized & insecure Buildings.	· Concerned Borough SAE/AE (Building).
	Superintendence of inspection and detection of Unauthorized & insecure Buildings 411(1)	· Concerned Borough EE (Building).
	Generation of ‘Stop Work’ Notice / ‘Insecure Building’ Notice / stopping excavation work.	· Concerned Borough SAE/AE (Building).
	Superintendence of generation of ‘Stop Work’ Notice / ‘Insecure Building’ Notice / stopping excavation work.	· Concerned Borough EE (Building).
	Putting up of proper hoarding or fence or other means of protection and requiring vacation of the building u/s 411(2)	· DCE (Building)
	Posting of Municipal Guard	· Concerned Borough AE (Building).
	401A- Act against construction of building in contravention of the provisions of the act or rules. If required, serve FIR notice to the OC, local PS to arrest person responsible for unauthorized construction.	· Concerned Borough EE (Building).
	Issue notice to Deputy Commissioner of Police / Superintendent of Police for posting police officers round the clock.	· Concerned Borough EE (Building).

	Decide whether to issue show cause notice u/s 400(1) or take approval of MIC for demolition forthwith u/s 400(8).	· DG (Building) in consultation with MMIC (Building), if necessary.
	Issue of show cause notice under section 400(1)/416	· Concerned Borough AE (Building).
	<p><u>A. Cases Under Section 400</u> On getting the D/Sketch & precis the decision for taking action u/s 400(1) to be taken and issuance of hearing notice of show cause u/s 400(1)</p> <p>a) For Building on a plot of land area upto 300 Sq. M. & height not exceeding two story height (if there is no infringement of Bldg. rules (viz. F.A.R., HT), Hearing & issue of Hearing order)</p> <p>b) For Building on a plot exceeding 300 Sq. M. & upto 500 Sq. M. area and height does not exceed two story (if there is no infringement of Bldh. rules (viz. F.A.R., HT), Hearing & issue of Hearing order).</p> <p>c) All other cases for decision & issuing notice by hearing to be taken by SO(B) Hearing</p>	<p>· Exe. Engr. (Bldg.) of respective Borough.</p> <p>· DCE</p> <p>· DG (Building)</p>
	<p><u>B. Cases Under Section 416</u> a) For any change of use deviated from the original sanctioned use upto 150 Sq. M. total area (Complying all rules so that the predominant sancyion is not altered).</p> <p>b) For concerting use from original sanctioned use above 150 Sq. M. upto 500 Sq. M. of total floor area without changing the predominant sanctioned use complying all rules & acts.</p> <p>c) Rest all types of cases including those where hearing shall be taken by S. O. (B)</p>	<p>· Exe. Engr. (Bldg.) of respective Borough.</p> <p>· DCE</p> <p>· DG (Building)</p>
	Hearing/opportunity of showing cause against the above notice U/s 400(1)416 and passing order.	· Special Officer (Building)/ DCE (Building)
	Power of entry and inspection to enter land, breaking into building etc. under section 544 to 547.	· Concerned Borough AE (Building)
Other activities related to sanctioning	Engagement of technical person under section 414	· DG (Building)
	Check conditions for grant of permission from other organizations.	· DG (Building)
	Prevent use of premises in particular areas, permission for hospital nursing, clinic,	

	permission for factory etc. under section 417, 418 and 419	
Special activities related to sanction under Building Rules	Sanction building site if frontage of site is less than 5 mts. Or street or access street is not laid [Rule 57(c), 57(d) for Building Rule 2009 or Rule 49(c), 49(d) for Building Rule 1990]	· DCE (Building)
	Sanction building site concerning means of access as per Rule 59(2) of KMC Building Rule 2009	· EE (Building) of respective Boroughs for all classes of Residential Buildings.
	Calculation of Fees	· SAE / Draftsman
<p>Note : In each of the above cases, the delegate sanctioning authority would exercise his/her power under overall supervision of his/her immediate superior. Further, DG (Building) will be empowered to discharge all the powers delegated to the officers of the Building Department and will be empowered to recommend withdrawal of any of the powers from his sub-ordinate officers.</p>		

This has the approval of Hon'ble Mayor.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No.38 of 2010-2011. Date : 26.11. 2010.

Sub : Disposal of building matters by Special Officers (Bldg.)

The terms of Sri S.K. Salim, SO (Bldg.) and Sri Chunilal Mukhopadhyay, SO (Bldg.) has ended on 30th September 2010. The terms of Sri A.K. Mukherjee, SO (Bldg.) has also ended on 14th October 2010.

It has been brought to my notice that the above Special Officers (Bldg.) have conducted some hearings for which they have not passed final order.

It is, therefore, decided that the above three erstwhile Special Officers (Bldg.) may pass final order in all cases which they have heard but not passed orders, within 30th November 2010.

Fresh cases for hearing will be heard as per my Circular No. 34 of 2010-2011 dated 30.9.2010.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 02 of 2010-2011. Date :10.04.2010.

Sub : Extension of last date for submission of application under the scheme of "Housing for urban poor of Kolkata.

The last date for submission of application under the scheme of "Housing for urban poor of Kolkata" has been further extended upto 24.04.2010.

This has the approval of Hon'ble Mayor dated 10.04.2010.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular no. 43 of 2010-11 dt. 30.11.2010

West Bengal Urban Employment Scheme 2010-11

• FIRST INSTALLMENT

1. An amount of Rs.25,72,52,500/- (Rupees twenty five crore seventy two lakh fifty two thousand five hundred) only has been released by the Government in M.A. Department vide G.O. No. 152(19)/MA/P/C-10/3S-17/2010(FS) dated 24.09.2010 with following sub-components.

- | | |
|------------------------------------|--------------------|
| i) Special Component Plan for S.C. | Rs. 4,15,40,000.00 |
| ii) Tribal Area Sub-plan | Rs. 25,55,000.00 |

2. Objectives:

- i) To provide employment in Urban areas.
- ii) To create as well as maintain civic infrastructure.

3. Salient Features of the Scheme:

- i) Unemployed person of ULB will be directly engaged under different schemes prepared for this purpose or any other project taken up by the KMC.
- ii) No Contractor shall be engaged under this project.
- iii) The scheme may also be done directly by the ULB or by Ward Committees, Neighbourhood Committee etc.

4. Area where the Scheme may be taken up:

- | | |
|--------------------------|---|
| i) SWM | - Surface drain cleaning |
| | - House to house garbage collection including segregation |
| | - VAT maintenance |
| ii) PARKS & SQUARES | - Beautification of Parks(P&S) and plantation of trees |
| iii) ENVIRONMENT | - Preservation of water body |
| iv) LIGHTING | - Street lighting operation |
| v) S&D / WS | - Operation of pumps |
| vi) ROADS | - Awareness Programme towards Road Safety. |
| vii) Disaster Management | |
| viii) Health Programme | |

5. Modus-operandi:

- i) Primarily, the scheme will be prepared by the Implementing Officers of KMC/NHCs.
- ii) Estimates are to be prepared by SAE/AE of the concerned Department.
- iii) The wage component and material component of the project should be adhered to 50:50. However deviation is permissible for higher percentage of wage employment.
- iv) The wage to be paid on daily basis will be Rs.100/- for direct engagement per day and Rs.120/- for supervision. In case of semi-skilled or skilled labour, the suggested rate of wages would be guided by minimum wages as may be circulated by KMC Authority. Payment to the workers to be made on Muster Roll as prescribed as per guideline.
- v) Engagement of labour will be made on need basis from local unemployed persons on purely extra temporarily basis.

6. Nodal Department

D.G. (Bustee) is declared as Nodal Officer and Bustee Deptt. will act as Nodal Department

for undertaking the programme. He will co-ordinate and interact with the Govt. and Implementing Officials.

The Dy. CE (SWM), OSD (P&S), DG (PMU), DG (Bustee) and DG (Civil) will also function as the Implementing Officers of the programme. They will provide necessary administrative support to DG (Bustee) for administering the programme. The Implementing Deptt. shall keep necessary records for audit purpose.

7. The first allotment of the fund allocated amongst the departments is as follows:

A)	SWM Department	Rs. 12,00,00,000.00
B)	Parks & Squares Deptt.	Rs. 2,00,00,000.00
C)	PMU Department	Rs. 3,00,00,000.00
D)	Civil – maintenance of Drainage & maintenance of street furniture	Rs. 3,00,00,000.00
E)	Bustee Deptt.	Rs. 3,00,00,000.00
F)	Miscellaneous	Rs. 2,72,52,500.00
	TOTAL	Rs. 25,72,52,500.00

8. The Borough Committee shall prepare the list of unemployed youths skilled, semi-skilled and unskilled, with the help of Ward Councillors /Ward Committees/CDS/NHC etc who require unemployment in the form of labour/semi-skilled labour/skilled labour, a digitized list of which shall be placed in the KMC Web Portal.
9. The Implementing Officials shall utilize the man-power from such list and keep a separate Register of Employment at their end. Appropriate record of deployment of such labour force should be maintained and assessment to be done at the end of Implementing Officials/Boroughs as to the employment provided to the enlisted persons.
10. Ward wise schemes shall be prepared and approved by the Implementing Officials.
11. The schemes are required to be vetted by the designated officials within the ambit of delegation.
12. Procurement of Materials
Project-wise requirement of materials will be prepared and requisition will to - a) EWS and b) Supply Department, who shall procure materials centrally and apportion the expenditure project wise. The Bill, however, may be cleared centrally by EWS/Supply Department with intimation-to the requisitioning department.
13. For each borough level project, 4 (four) skilled labourers shall be engaged from amongst the list of unemployed youths at the Borough level. These persons shall be responsible for supervising the project, preparation and maintenance of records and preparation of bills and allied works as may be assigned time to time.
14. Two skilled labourers shall also be engaged at the Head Quarter from the list of unemployed youths, to assist Dy. Chief Engineer (SWM) in implementation of the project. The Dy. Chief Engineer (SWM) shall also engage one Data Entry Operator from the Central Pool being maintained by DMC(P). Similar arrangements may also be made by other implementing officials after obtaining due approval from KMC Authority.
15. In SWM related activities, the equipment being procured for the project ward-wise shall be the property of KMC and its records will be kept by SWM Department at the Borough. Level. The bills will be prepared and submitted by the Supervisor being engaged project-wise and will be recommended by The A.D. (SWM) and will be approved by Dy.

Chief Engineer (SWM). Similar arrangements will be made by other implementing agencies.

16. Mode of payment

Monthly payment will be made through Bank in favour of the listed workers for whom the bill being claimed. For this purpose, a bank will be selected and all the workers will have to open their bank accounts with the selected branches of the said bank to facilitate disbursement of monthly remuneration. The Implementing Department will prepare the bill ward-wise and borough-wise and submit the same to the IFU CUDP- III Cell of F/A Department for audit. After getting the bill audited, required fund will be remitted to the nodal branch of the selected bank for onward transmission to the designated branches borough-wise for final disbursement among the payees. The Work Done Certificate shall be obtained by AD (SWM) from the Supervisor, duly endorsed by the concerned Councillors in whose areas the work has been implemented and on the basis of which AD(SWM) will process the bill. Similar arrangements shall also be made by other implementing officials.

In case of other departments, namely Health etc., if they intend to disburse the remuneration through Muster Roll as per guidelines issued by the Govt. of West Bengal, it may also be done but in that case, the official concerned, will have to take advance and will be held responsible for getting it adjusted before drawing of next advance.

17. The concerned Borough Committee shall take necessary action for disposing of claims and objections in this respect and ensure proper implementation of the Schemes.

18. A consolidated list of identified beneficiaries shall be maintained in digitized format at the KMC level by DG (Bustee). A consolidated record shall also be required to be kept about the employment provided to them from time to time DG (Bustee), the Nodal Officer, shall monitor the claim and submit required reports to KMC authority and Government from time to time.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular no. 46 of 2010-2011 Date. 16.12.2010
West Bengal Urban Employment Scheme 2010-11

The Borough Committee shall prepare the list of unemployed youths on the basis of applications received by the Borough Executive Engineer.

The Borough Executive Engineer shall forward the list of unemployed youths to the concerned Implementing Officials, time to time, as per their requisition made on the basis of the projects being implemented.

This is in clarification of point no. 8 of Circular No. 43 of 2010-2011 dt.30.11.2010 relating to West Bengal Urban Employment Scheme 2010-11.

Sd/-
(Arnab Roy)
Municipal Commissioner

Date: 16th December, 2010

NOTICE

Sub. West Bengal Urban Employment Scheme 2010-11

The West Bengal Urban Employment Scheme 2010-11 is being implemented in Kolkata Municipal Corporation Area. Interested and unemployed manual job seekers may apply to the

Borough Executive Engineer praying for enlistment of his name for the purpose of West Bengal Urban Employment Scheme.

The Application Forms are available in the Borough office. Applications should reach the Borough Executive Engineer by 31.12.2010. Sample application form is attached.

Sd/-
Borough Executive Engineer
Borough No.

Municipal Commissioner's Circular No. 24 of 2010-2011 Date: 06.08. 2010

It has been noticed that the items, instruments operated by electrical energy e.g. lights, fans, air-conditioners, computers are found operation at the Office Chambers of the Hon'ble Chairman, Hon'ble Mayor, Hon'ble Dy. Mayor, Hon'ble Member, Mayor-In-Council, Officers and other office bearers of the Kolkata Municipal Corporation during the absence of concerned persons. This might result in accidents and is also leading to wastage of energy.

In view of the above and in order to avoid any kind of disaster, all Controlling Officers are requested to instruct the concerned responsible persons under their control to ensure that all the electrical items shall remain in "switched off" condition whenever Hon'ble Chairman, Hon'ble Mayor, Hon'ble Dy. Mayor, Hon'ble Member, Mayor-In-Council, Officers and other office bearers will not be available at their respective Office Chambers.

This may please be treated as most urgent.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 56 of 2010-11 Date: 23.02.2011

GUIDELINES FOR ENUMERATION OF HOUSELESS POPULATION
DURING POPULATION ENUMERATION OF CENSUS-2011

Enumeration of houseless population during the Phase-II of Census-2011 operations will take place on the night of 28/02/2011. The enumeration will take place under the aegis of respective borough charge officers. Since the work will take place on night of the scheduled date, it has to be ensured that necessary and elaborate arrangements shall be made before the commencement of work. Now, therefore, following guidelines are issued to ensure smooth conduct and complete coverage of the enumeration of house less population:

1. People who live in the open like pavement dwellers, persons residing in huge pipes, under the flyovers, stair cases, places of worship, railway platforms etc. shall be enumerated as houseless population on the night of 28.02.20 11.
2. Identification of areas under a ward having concentration of houseless population should be made in advance. Also, Enumerators should be instructed to gather fair idea on the approximate number of houseless population for which provision has been made in the Abridged Houselist (Section 4) to list down the houseless households all through the period of enumeration of his/her enumeration block.
3. All Enumerators and Supervisors under a Charge Officer to be intimated in advance for reporting at the respective Borough office at 8 pm on 28/02/2011. Police Personnel will accompany the team of census personnel.
4. Charge Officers shall arrange for at least three cars under their respective Ward for traveling of census personnel.
5. Population residing in the night shelters too shall be enumerated on the night of 28/02/2011.
6. Six Torches with battery to be provided to each Charge Officer.

7. Duplication in counting shall be avoided as far as possible. Sometimes people under the influence of alcohol or drug spent the night on pavements etc. even though they have their own dwelling. Such people shall not be counted as houseless population.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 25 of 2010-2011. August 11, 2010.

Sub : Arrangements for refurbishment and proper maintenance of KMC Guest House "Alakapuri" at 36C, Ballygunge Circular Road, Kolkata – 700 019.

Municipal Secretary will be in-charge of the KMC Guest House. Director, IUM, will assist Municipal Secretary.

Director General (Civil) and Director General (Electrical) will take necessary action for refurbishment and proper maintenance of the Guest House.

Municipal Secretary will take necessary action to ensure proper staffing, proper arrangements, upkeep and comfort of guests residing at the Guest House.

A weekly inspection should be carried out.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular no. 09 of 2010-2011 Date: 17.05.2010

Sub: Removal of defacement from KMC property.

As per guideline set by West Bengal State Election Commission, there will be no wall writings, flags, festoons, hoardings, etc. on KMC property in respect of election campaign. If found, those will be treated as violation of MCC for the forthcoming KMC General Election, 2010. In this connection, the memo no. 22/MCC Cell/KMC Election, 20 IODated 13/05/10 from District Magistrate, South 24 Parganas & DMEO, KMC General Election, 2010, as enclosed, is self-explanatory.

All Controlling Officers are hereby requested to be vigilant in this respect and to remove any such defacement from KMC property.

Sd/-
(Arnab Roy)
Municipal Commissioner

Govt. of West Bengal
Office of the District Magistrate
South 24 Parganas
MCC Cell, New Administrative Building (8th Floor), Alipore, Kolkata – 700 027.

Memo No. 22/MCC Cell/KMC Election, 2010

Date: 13/05/2010

To
The Commissioner,
Kolkata Municipal Corporation.

Sub: Removal of defacement from KMC property.

Sir,

As per guideline of West Bengal State Election Commission, there will be no wall writings, flag, festoons, hoardings etc. in respect of election campaign on KMC property. If found it will be treated as violation of MCC for forthcoming KMC General Election, 2010.

He is therefore, requested to make necessary arrangement for removal of defacement, if any on KMC property.

District Magistrate,
South 24 Parganas
&
DMEO,
KMC General Election, 2010.

Municipal Commissioner's Circular No. 33 of 2010-11 Date: 22.09.2010.

Interim Revised Budget Estimate for the year 2010-11 has been adopted by the Kolkata Municipal Corporation on 11th August, 2010. It is notified for information of all concerned that terms and conditions laid down vide Municipal Commissioner's Circular No. 13 of 20 10-11 dated 03.07.10 are not in force with effect from the date of election of Borough Chairperson of the respective Borough Committee.

This may be noted by all Controlling Officers and Head of the Departments.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 60 of 2010-2011 Date: 28.03.2011

Sub: Removal of defacements including pictures and photos of political functionaries.

I am enclosing copy of letter No. 2783-Home (Elec.) dated 26.03.2011 received from Sri S.K. Gupta, IAS, Chief Electoral Officer, West Bengal, which is self-explanatory.

You are requested to take steps for removal of all materials as ordered by the Chief Electoral Officer and report compliance to the Joint Municipal Commissioner (Rev.) within 12-00 noon tomorrow.

Sd/-
(Arnab Roy)
Municipal Commissioner

Government of West Bengal
Home(C&E) Department
Election Wing
21, N.S. Road, Kolkata-700001

No. 2783-Horne (Elec)
From: Shri S.K. Gupta, IAS
Chief Electoral Officer,
West Bengal.

To : The Commissioner,
Kolkata Municipal Corporation.
Kolkata.

Date: 26.03.2011

Sir,

You are well aware that with the commencement of Assembly Election 2011, the Model Code of Conduct has come into force in the State of West Bengal w.e.f. 01.03.2011. Under the code and

Commission's order, no wall writing, pasting of posters/papers or defacement of any other form or erecting/displaying of cutouts, hoardings. banner, flag etc, including the pictures and photos of political leaders (*except national leaders, poets and prominent historical personalities of the past and President of India and Governors*), shall be permitted on any Government premise (including civil structure therein). For this purpose Government premise would include any Government office and the campus wherein the office building is situated.

It is reported that in your office premise, the picture and photos of Political leaders (wall hanging and posters) are still on display. This strictly contravenes the provisions of the Model Code of Conduct.

Therefore, you are requested to arrange for removal of all the defacements, including the pictures and photo of the political functionaries, still existing on different public places/ properties on your own and issue a certificate to this effect stating that "All defacements, including pictures and photos of political leaders have been removed from public properties within my jurisdiction". The process of removal of all defacements should start immediately and the completion certificate should reach us within 05.30 pm of 29th March, 2011.

Yours faithfully,
Chief Election Officer
West Bengal

Municipal Commissioner's Circular No. 16 of 2010-11 Date: 10.07.2010

It is for information of all concerned that implementation of ERP-Engineering is in process. It has been decided that OSD (Civil) will act as Nodal Officer for implementation of ERP-Engineering. He will be assisted by OSD (P & S). Both of them will, discharge the above mentioned responsibilities in addition to their normal duties.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 30 of 2010-2011. Dated : 18.9.2010.

Sub : Emergent and superior-level personnel arrangements during festive days (most particularly from October 13 to October 19, 2010).

I. During the ensuing Puja-Festival days, it is of utmost importance that all the different machineries of the KMC remain at their highest state of preparedness to give urgent civic services to the citizens of the city and to give lateral support to the other public utility agencies. The following table would show the identified subjects/sectors of importance, the names and particulars of the nodal officers concerned for the subject, as well as the alternative officers in those subjects/sectors etc.

Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
1.	Matters related with the repairing/ restoration of roads	OSD (Roads.)	D.G.(Civil)
2.	Matters related with different problems/road repairing etc. that arise due to laying of sewers in added area particularly in Bor. I, VII, XII, XIII, XIV & XV	D.G. (Project)	Project Director

Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
3.	Matters related with repairing of lanes, by-lanes, passage etc. etc.	D. G. (Civil)	OSD (Roads)
4.	Matters related with illegal parking and associated problems	Chief Manager (Parking)	Jt. Mpl. Commissioner (Rev.)
5.	Matters related with installation of hoardings and banners etc.	Chief Manager (Parking)	Jt. Mpl. Commissioner (Rev.)
6.	Matters related with trimming of trees, removal of uprooted trees etc.	OSD. (P&S)	OSD. (Roads.)
7.	Matters related with preparation of enclosures on each ghat for dumping and storing of used flowers etc.	OSD. (P & S)	OSD. (Roads.)
8.	Matters related with removal of garbage wastes from the city roads, concerning of puja pandals, cleaning of vats, spoils, rubbish cleaning of trimmed tree branches from the street flanks, cleaning of the used flowers etc. from the enclosures created on the river banks etc. and removal of carcasses from ghats	Chief Municipal Engineer, (SWM)	Dy. C.E. (SWM-I) Dy. C.E. (SWM-II)
9.	Matters related with all water supply issues	D.G. (Water Supply)	Dy. Ch. Engr. (G)-IGWTP
10.	Matters related with water dispersal, drainage issues, sewerage and other problems.	S.O. (S&D)	D.G. (Civil)
11.	Matters related with illegal construction of building, demolition of unsafe building etc.	D.G. (Bldg.)	Director General (Build.-II)
12.	Matters related with illumination of streets, parks & Squares, immersion ghats, replacement of bulbs etc.	DG (Elec. & Ltg.)	Dy. C.E. (Elec./Ltg.)
13.	Matters related with permission of holding puja pandals etc.	D.G. (Civil)	
14.	Matters related with issue of trade licence etc.	Chief Manager (Licence)	Jt. Mpl. Commissioner (Rev.)
15.	All issues related with Municipal Markets	Chief Manager (Licence)	Jt. Mpl. Commissioner (Rev.)
16.	Matters related with public health, vaccination, disinfection, Ambulance services etc.	C.M.H.O	

Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
17.	Matters related with illegal filling of water bodies	D.G. (PMU)	
18.	Matters related with the supply of relief materials like tarpauline etc.	Municipal Secretary	Addl. Mpl. Secretary
19.	Matters related to stores and materials	Controller of Stores & Purchase	DMC (Supply)

II. During the festive days, there will be control rooms on 24. x 7 basis at borough offices and the particulars are :

Control Rooms at Borough Office :

BOROUGH NO.	OFFICE NO.
I	25574232
II	25559081
III	23629955
IV	22722933
V	22413715
VI	22861216
VII	22906635
VIII	24666766
IX	24791833
X	24229043
XI	24258138
XII	24180646
XIII	24681034
XIV	24681034
XV	24696049

The Borough Executive Engineers will also be generally responsible for all major affairs in the boroughs and will be available round the clock,

III. Our Central Control Room will also be open on 24 x 7 basis. The nos. are :

K.M.C. Central Control Room

Phone No. : 2286-1212, 2286-1313 & 2286-1414

The peak festive season is from 13.10.2010 to 19.10.2010. On each of these days, an officer will be in supreme charge of all Corporation related civic services delivered on behalf of the Control Room. This senior officer will visit the Control Room on that day, inspect the preparedness of KMC, and generally oversee all arrangements of preparedness on that particular day, irrespective of his respective domain of specialization.

Superior Officers-in-Charge for Central Control Room and their particulars

October 13, 2010 (Wednesday)	-	D.G.(Bustee) & D.G.(Civil)
October 14 2010 (Thursday)	-	D.G.(Bldg.-II) & D.G.(Mech)
October 15, 2010 (Friday)	-	S.O.(S&D) & D.G.(Ltg.)
October 16, 2010 (Saturday)	-	D.G.(W.S.) & D.G.(Project)/KEIP
October 17 (Sunday)	-	OSD.(P&S) & D.G.(PMU)
October 18, (Monday)	-	DG (Bldg.) & OSD (Roads)

These officers will be treated as day-in-charge of the Control Room during the festive days by mutual arrangement.

Shift in-charge of the Central Control Room

Under the overall supervision of the day-in-charge of the Central Control Room, there will be specific allocation of duties of senior officers for 8 hours at a stretch (there being thus three shifts in the Central Control Room in every 24 hours) who will be in overall charge of all the emergency state of preparedness of the Control Room :

	8 a.m. to 3 p.m.	3 p.m. to 10 p.m.	10 p.m. to 6 a.m.
13.10.10	OSD (IT)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (P&D)
14.10.10	Dy. Ch. Engr. (Mech.-Rds)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (Elec.–Dr.)
15.10.10	Dy.Ch. Engr. (Civil)	Dy. Ch. Engr., KEIP	Dy. Ch. Engr. (Dr.)
16.10.10	Dy.Ch. Engr. (Bldg.)	Dy. Ch. Engr. (SWM)	Dy. Ch. Engr. (S.C.)
17.10.10	Dy. Ch. Engr. (T.P.)	Dy. Ch. Engr. (Ltg.)	Dy. Ch. Engr. (P&D)
18.10.10	Dy. Ch. Engr. (W.S.)	Dy. Ch. Engr. (W.S.)	Dy. Ch. Engr., KEIP
19.10.10	OSD (Dr.)	OSD (Civil)	Dy.Ch. Engr. (Civil)

All senior officers, field engineers etc. will also be available on 24 x 7 basis during the whole period and the Controlling Officers will ensure that no senior officer leaves station without the personal permission of the undersigned.

For all emergencies, one single point of immediate contact will be Joint Municipal Commissioner (Gen./Dev.).

This circular is dispatched upto the level of the Controlling Officers, who, in turn, will suitably distribute copies of this circular among the senior officers working under them.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 31 of 2010-2011. Dated : 18.9.2010.

Sub : Emergent instruments/apparatus arrangements during festive days (most particularly from October 13 to October 19, 2010).

24 X 7 arrangements

- I. During the ensuing Puja Festival days, it is of utmost importance that all the different machineries of the KMC remain at their highest level of preparedness to give urgent civic services to the citizens of the city and to give lateral support to the other public utility agencies. In our Circular No.30 of 2010-2011 dated 18.9.2010, we had indicated the mobilization of the superior level personnel arrangements during the festive days.
- II. In this sequel circular, we would mention below the instruments and apparatus that would be made available during the festive days in the Central Control Room of KMC and/or at the Borough Control Room for different emergencies that may arise.

SI No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
1	Matters related with the repairing/ restoration of roads	OSD (Roads.)	Lorries	15	One lorry in each Borough 1 × 15 = 15
		D. G. (Civil)			
		D.G. (Mech.)	Road Roller Lorry	1 1	Central Control Room
2	Matters related with different problems/ road repairing etc. that arise due to laying of sewers in added area particularly in Bor. I, VII, XII, XIII, XIV & XV	D.G.(Project) Project Director	Lorry 4" & 6" Pumps Road materials	2 7	Bor - I
			Lorry 4" & 6" Pumps Road materials	1 26	Bor-VII
			Lorry 4" & 6" Pumps Road materials	1 9	Bor-XII
			Lorry 4" & 6" Pumps Road materials	1 3	Bor-XIV
			Lorry 4" & 6" Pumps Road materials	1 16	Bor-XV
3	Matters related with repairing of lanes, by-lanes, passage etc.	D.G. (Civil)	As in serial No. 1 above		
		OSD (Roads)			

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
4	Matters related with illegal parking and associated problems	C.M.(Parking)	Green Police coordinated by Former DC (Traffic), now Addl. Security Advisor,KMC,	20	Central Control Room
		Jt. M.C. (Rev.)			
5	Matters related with installation of hoardings and banners	Manager (Advt.)	Demolition Squad	1	Central Control Room
		Jt. M.C. (Rev.)			
6	Matters related with trimming of trees, removal of uprooted trees etc.	OSD.(P&S)	Crane	1	Central Control Room
		OSD (Roads)	Lorry (each lorry tagged to one gang equipped with hand saw; each gang having a mobile number)	12	2 lorries in Central Control Room and one lorry each in Bor. No. I to X. Central Control Room
			Elevated ladder	1	
7	Matters related with preparation of enclosures on each ghat for dumping and storing of used flowers etc.	OSD (P&S)	-		-
		OSD (Roads)			
8	Matters related with removal of garbage wastes from the city roads, concerning of puja pandals, cleaning of vats, spoils, rubbish cleaning of	Chief Municipal Engineer (SWM)	Conservancy trucks & Dumper placers	340	All 15 Boroughs
		Dy. C. E. (SWM-I)	Misc. vehicles	30	
			Pay-loaders	4	
			Bulldozers	2	
Dy. C. E. (SWM-II)					

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
	trimmed tree branches from the street flanks, cleaning of the used flowers etc. from the enclosures created on the river banks etc. and removal of carcasses from ghats				
9	Matters related with all water supply issues	D.G.(W. S) Dy. C.E.(G)-IGWTP	Sufficient number of water tankers	37	HPL Office at Convent Road and Poddar Nagar at Prince Anwar Shah Road
10	Matters related with water dispersal, drainage issues, sewerage and other problems	SO(S&D) D. G. (Civil)	Pump – 3 inch dia Pump – 4 inch dia Pump – 6 inch dia Jet-cum-suction m/c Lorry Vehicle (Zeep) Jet-cum-suction m/c Gully-pit emptier Pump-6 inch dia -4 inch dia	180 57 55 6 3 3 2 2 2 2	Already deployed at water-logged pockets in Borough I to XV 2 each in South, North & Central Garage. One each in South, North & Central Garage. 1 in Central Garage, 1 in North and 1 in South Garage. Special arrangement at Central Control Room - Do - Md. Ali Park

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
11	Matters related with illegal construction of buildings, demolition of unsafe building etc.	Chief Municipal Engineer (SWM)	Pay-loader Wrecker Lorry	1 1 4	Central Control Room Central Control Room Central Control Room
		D. G. (Bldg.)	One demolition team led by M/s. Bijoy Enterprise including 20 labourers, gas-cutter and hammer.		Central Control Room
		D. G. (Bldg.) - II			
12	Matters related with illumination of streets, parks & squares, immersion ghats, replacement of bulbs etc.	D. G. (Elec. & Ltg.)	Vehicles mounted with diesel generator set with four nos. flood light	2	Central Control Room
		Dy. C.E. (Elec./Ltg.)	Emergency vehicles with well-equipped gangs	2	Central Control Room
			Vehicles with one well-equipped gangs.	1	From Bor. - I to Bor. - XV
13	Matters related with permission of holding puja pandals etc.	D. G. (Civil)	-	-	-
14	Matters related with issue of trade licence etc.	C. M. (Licence)	-	-	-
		Jt. M. C. (Rev.)			
15	All issues related with Municipal Markets	C. M. (Market)	Vehicles for Hq. Unit	1	The vehicle allotted to DLO (Hq.) will report at Hq.
		Jt. M. C. (Rev.)	Vehicle for Gariahat Unit	1	The vehicle allotted to DLO (Gariahat) will report at Gariahat Matket.
			Vehicle	1	The vehicle allotted to Sr. Supdt. (Mkt.) will report at Hq.

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
16	Matters related with public health, vaccination, disinfection, Ambulance service etc.	C. M. H. O.	Ambulance	4 1 1 1 1 2	Central Control Room Borough - XI Borough - XII Borough-XIII & XIV Borough-XV Bagbazar
17	Matters related with illegal filling of water bodies	D. G. (PMU)	-	-	-
18	Matters related with the supply of relief materials like tarpaulin etc.	Mpl. Secy. Addl. Mpl. Secy.	Relief Materials Tarpaulin Saree Dhuti Lungi Children Dress Blanket (Requisition for 5000 tarpaulins more is approved by Director, Relief) Tata Sumo SUV * Dry foods (Chira/Gur) are procured & supplied by concerned Bor. Ex. Engrs.	5000 Nos. 500 Nos. 500 Nos. 500 Nos. 100 Nos. 1100 Nos. 1600 Nos. 2 Nos.	Caretaker
19	Matters related to stores and materials	Controller of Stores & Purchase DMC (Supply)	-	-	All oil garages will remain open from 6a.m. to 6 p.m. Stores relating to miscellaneous items, lighting items, motor parts etc. will remain open throughout puja holidays.

All senior officers, field engineers etc. will also be available on 24 x 7 basis during the whole period and the Controlling Officers will ensure that no senior officer leaves station without the personal permission of the undersigned.

For all emergencies, one single point of immediate contact will be Joint Municipal Commissioner (Gen./Dev.).

This circular is dispatched upto the level of the Controlling Officers, who, in turn, will suitably distribute copies of this circular among the senior officers working under them.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 36 of 2010-2011.12.10. 2010.

Hon'ble Mayor, MMICs and the Controlling Officers will take a round of the city from 10-00 AM tomorrow (13.10.2010) for inspection of Puja preparatory works.

All concerned are requested to assemble at CMO Buildings before 10-00 AM tomorrow (13.10.2010) and the team shall proceed from the CMO Buildings to various parts of the city.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 03 of 2010-11 Dated: April 12, 2010

Sub : Implementation of Borough wise budget - streamlining of the procedures.

On 18th March 2010, the Kolkata Municipal Corporation adopted the Mayor's Budget Estimates for 2010-11. One of the main features of this year's budget is the introduction of Borough specific separate estimates in line with the Sec-11 of the KMC Act 1980. To put it to effect, it was felt that co-ordination among various departments and units was extremely necessary. Accordingly, based on the inputs received from the Controlling Officers of various departments of KMC, a set of proposals were prepared and submitted before MIC. Based on the decisions taken by the MIC on April 09, 2010, following guidelines are being issued with immediate effect in continuance of the MC's circular no. 46 dated 29.03.2010 :

- In the current year, fund has been allocated borough wise, booking of which can only be made at the respective departments. Borough Executive Engineers will make arrangements for issue of CRNs at their respective offices. Booking of central fund as usual will be made at Head Office at respective departments.
- In absence of proper infrastructure to undertake a particular work at borough level, such work can be executed centrally if so desired by Borough Committee, though fund will be booked at borough level.
- The liability amount for different works undertaken last year may be booked afresh under respective borough codes in the current financial year. In case of insufficient fund or in cases where no provision has been kept against a code, the amount may be booked under central codes with the consent of the respective Controlling Officers.
- In the current year budget for 2010-11, no provision of fund has been made under 8924/800, since borough wise budgeting has obviated the need for such additional provision of fund against Borough Integrated works. However, to meet liability under this code (against the work orders issued prior to 31/03/2010 but where payment could not be made during the last financial year i.e. FY 09-10) necessary additional provision of funds will be made on actual basis, either from

the fund provided for special programs or from the grant received under Finance Commission, as may be decided by the Municipal Commissioner.

Vide circular no. 46 of 2009-10, a 40% upper limit has been imposed on booking of fund against each budget code till further order. However, after meeting up liabilities against the work orders issued during the last financial year, some of these codes may show very low balance or negative balance, which may be insufficient for taking up any new work during the current financial year. In all such cases, Hon'ble Mayor may extend relaxation to the 40% cap to specific budget codes as deemed necessary. However, such relaxation will be limited to the specific budget codes to be mentioned in his order, and for remaining budget codes, the prevalent cap will continue to be valid.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 13 of 2010-11 Date: 03.07 2010

In partial modification of earlier circular no. 46 of 2009-10 it is hereby notified for information of all concerned that 70% of the provisions made under different budget heads of the budget estimates for 2010-11 may now be utilized with the consent of the concerned MMIC.

Till the Boroughs are constituted and the Chairpersons of the Borough Committees are elected under Sec. 11 of the KMC Act, 1980 if Borough Executive Engineers have to undertake any work to ensure uninterrupted civic services to the citizen they should send the proposal to concerned MMIC through the respective Controlling Officers for approval. For final execution of work, however, existing delegation of power is to be followed.

This is issued in pursuance of the decisions taken by Mayor-in-Council on 28/06/2010 vide item nos. M-1.4 & M-1.5.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 26 of 2010-11 Date: 11.08.2010

Sub: Adoption of Mayor's Interim Revised Budget Estimates for 2010-11.

It is hereby notified that on 11th August 2010, the Kolkata Municipal Corporation adopted the Mayor's Interim Revised Budget Estimates for 2010-11. The following is brought to attention for necessary action by Controlling Officers. A copy of the Interim Revised Budgets may be collected from office of the Municipal Secretary.

* Budget allocations made in the original budget under different budget codes for Borough Nos. I to X have been transferred to different corresponding central budget codes with pre-fix "00". Provisions made under different budget codes for Borough Nos. XI & XII have been added up and shown under corresponding budget codes with pre-fix "03". Similarly provisions made under different budget codes for Borough Nos. XIII & XIV have been added up and shown under corresponding budget codes with pre-fix "02". Provisions made under different budget codes for Borough Nos. XV have been shown under corresponding budget codes with pre-fix "01".

All concerned Controlling Officers/HODs are hereby requested to make necessary arrangements for collecting information regarding the bookings/expenditures made till the issue this circular under the budget codes which used to be controlled by them prior to issue of the MC's circular no. 46 of 2009-10 dated 29.03.10 (read with MC's circular no. 3 of 2010-11) from the

Borough Executive Engineers without delay and after ascertaining the fund positions they may issue CRNs from their ends. Mpl. Accountants of different Borough IFUs may not make any new bookings under the above mentioned codes after this circular. However the bills for the works which have already been undertaken by the Borough Executive Engineers will be processed by the Borough IFUs and vice-versa.

* Under integrated borough scheme Rs.16.80 crore has been allotted under BI Code 8924/800. Each borough having seven wards will get Rs.1.00 crore and for each additional ward further Rs.5.00 lakh has been allocated.

* Under Councillor's Elaka Unnayan Prakalpa Rs.7.00 lakh has been allotted to each ward.

This circular is issued in supersession of the MC's circular no. 46 of 2009-10 dated 29.03.10 and will take immediate effect.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's office order no. 44 of 2010-2011. Date:08.12.2010.

Sub : Consideration of the Departmental draft Budget Estimate for the year 2011 -201 2 along with the Revised Estimate for the year 2010-2011

- 1) Controlling Officers / Heads of the Departments are requested to submit the departmental draft Budget Estimate for the year 2011-2012 and the Revised Estimate for the year 2010-2011 positively by 15.12.2010.
- 2) The CMF A will hold conference with the C. Os. / H. O. Ds for consideration of departmental draft Budget Estimate for the year 2011-2012 as well as the Revised Estimate for the year 2010-2011.
- 3) For the first phase the programme shown in ANNEXURE -A to this circular, the concerned Officers are requested to attend the conference on dates and times shown in the programme.
- 4) The C. Os. / H. O. Ds will ensure that the target of Revenue Collection as shown in the Budget is fulfilled. In case of any constraint the C. O. / H. O. Ds will please explain by placing a report in the Budget Conference through Controlling Officers indicating precisely the nature of constraints and the possible remedies to overcome such constraints.
- 5) The C. Os. / H. O. Ds will prepare and place an exclusive list of specific programmes to be taken in the year 2011-2012 in the Budget Conference through Controlling Officers indicating the estimated cost against each of the programme for its incorporation in the Budget for the year 2011-2012.
- 6) The C.Os. / H. O. Ds will also please ensure to examine the possibilities of new sources of 1) revenue permissible under the KMC Act, 1980 and offer their recommendation for consideration in Budget Conference.
The Municipal Accountants (IFU) shall also attend the Budget Conference on respective dates and bring a statement of Revenue Collection and Revenue Expenditure from 01.4.10 to 30.11.10 against individual B.I.Codes including Establishment. Further information will be issued by the CMF A as and when required.

Encl : Circular No. 08 of 2010-11 of CMFA dated 01.10.2010

To
 All Controlling Officer/C.O. / H.O.Ds/Dy. CMFAs/
 Mpl. Acctts. (IFU)/Offices/Directorates/
 GRUnit/SSUnit/JUnit

ANNEXURE - A

PROGRAMMES FOR BUDGET CONFERENCE TO BE HELD IN THE ROOM OF CMFA

B I CODE	DEPARTMENT	DATE	DAY	TIME
6100	HEALTH SEPRVICES	07-01-2011	FRIDAY	12 noon - 4 pm
7100	BUSTEE SERVICES	10-01-2011	MONDAY	12 noon - 2 pm
3300	ASSESSMENT-COLLECTION (T. TAX)	11-01-2011	TUESDAY	12 noon - 2 pm
3100,3200	ASSESSMENT-COLLECTION(S)&(N)	11-01-2011	-DO-	2.30 pm - 4 pm
01	G. R. UNIT (BR. - XV)	12-01-2011	WEDNESDAY	12 noon - 4 pm
02	S. S. UNIT (BR. - XIII & XIV)	13-01-2011	THURSDAY	12 noon - 4 pm
03	J. UNIT (BR. - XI & XII)	14-01-2011	FRIDAY	12 noon - 4 pm
3500	MARKET	17-01-2011	MONDAY	12 noon - 2.30 pm
8400	CENTRAL WORKSHOP	17-01-2011	-DO-	3 pm - 4 pm
2100	ADVERTISEMENT	18 - 01 - 2011	TUESDAY	12 noon - 1.30 pm
2300	BUILDING	18 - 01 - 2011	-DO-	2 pm - 4 pm
3400,3440	LICENCE, AMUSEMENT	19 - 01 - 2011	WEDNESDAY	12 noon - 2 pm
4100	ENGINEERING/D.G(C)	19-01-2011	-DO-	2.30 pm - 4 pm
4200	WATER SUPPLY	20-01-2011	THURSDAY	12 noon - 4 pm
4224	WATER SUPPLY TO SHIPS	21 - 01 - 2011	FRIDAY	12 noon-1.30 pm
4221,4222	BIG & SMALL DIA TUBEWELL	21 - 01 - 2011	-DO-	2 pm - 4 pm
4251	PALTA WATER WORKS	24-01-2011	MONDAY	12 noon - 2 pm
4262	TALLAH P. S.	24-01-2011	-DO-	2.30 pm - 4 pm
4233	WATTGUNGE P. S.	25-01-2011	TUESDAY	12 noon - 1 pm
4234	MULLICKGHAT P. S.	25-01-2011	-DO-	1.30 pm-2.30 pm
4266	AUCKLAND & R. S. M B. P. S.	25-01-2011	-DO-	3 pm - 4 pm
4300	SEWERAGE & DRAINAGE	27-01-2011	THURSDAY	12 noon - 2 pm
4333	MECHANICAL SEWER CLEANSING	27-01-2011	-DO-	2.30 prn - 4 pm
4400	ROADS	28-01-2011	FRIDAY	12 noon - 2 pm
4474	PARKS & SQUARES	28-01-2011	-DO-	2.30 pm - 4 pm
4500	S. W..M	31 - 01 - 2011	MONDAY	12 noon - 2 pm
4800	MOTOR VEHICLES	31-01-2011	-DO-	2.30 pm - 4 pm
4600	LIGHTING	01 - 02 - 2011	TUESDAY	12 noon - 2 pm
4700	ELECTRICITY	01 - 02 - 2011	-DO-	2.30 pm - 4 pm
5100	EDUCATION	02 - 02 - 2011	WEDNESDAY	12 noon - 2 pm

N. B. - Departments are requested to place specific programme against expenditure code 400 & 800.

Municipal Commissioner's Circular NO. 47 of 2010-2011 Date : 23. 12. 2010.

Re: Expenditure in connection with DFID-funded Capacity Building Programme

All the Nodal Officers / Controlling Officers are already aware that the DFID-funded Capacity Building Programme is at its fag end. DFID has urged us to wrap up the major expenses under CBP by December, 2010.

All Controlling Officers are, therefore, requested to ensure that all payable bills under the said Programme are released within December, 2010.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 49 of 2010-2011. Date : 7.1.2011.

Sub : Delegation of power in the matter of Over Time for hired vehicles

The authority for approval of proposals regarding over time of hired vehicles is hereby delegated to the Joint Municipal Commissioner (General). Proposal on this matter may henceforth be sent to JMC (Gen.) for approval.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 50 of 2010-2011. Date : 7.1.2011.

Sub : Delegation of power in the matter of Holiday Allowance

The authority for approval of proposals regarding Holiday Allowance is hereby delegated to the Joint Municipal Commissioner (General). Proposal on this matter may henceforth be sent to JMC (Gen.) for approval.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 51 of 2010-2011. Date : 12.1.2011.

C.A.G.'s report for the year 1999-2000 contained observations on a tender by the Kolkata Municipal Corporation in 1996. Thereafter, the Government has advised KMC "*to be cautious enough in future for selection of the contractor for any work by observance of extant financial rules and to sure that no financial impropriety would take place and any kind of favouritism would not be shown to anybody.*" The Government has also advised to make a review of similar cases (not awarding contract to the lowest tenderer), if any.

All concerned are requested to take necessary action in the matter.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 52 of 2010-2011 Dated: 19.01.2011

Re : Consideration of Contingency Amount while preparation of estimate.

All Controlling Officers and Head of the departments are requested to consider contingency @ 3% of the estimated amount instead of 5% like Public Works Department in all contractual works henceforth. This circular is issued on approval of Hon'ble Mayor dtd. 12/01/11.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 05 of 2010-2011. Date : 05.05 2010.

Some files are being received by the undersigned which is not routed through Controlling Officers. All Controlling Officers should instruct Officers in their departments not to send any file directly to the undersigned without routing through them. Files in all cases should be processed as per extant orders which define Delegation of Powers.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 27 of 2010-2011. Date : 16.08 2010.

Sub : Restructuring of Borough Committee.

With reference to the resolution of the Mayor-in-Council meeting dated 19.07.2010 and subsequent ratification of the same in Corporation meeting dated 24.07.2010, 15 (fifteen) Borough Committees have been restructured as follows as per provision laid down in Section 11(1) of the KMC Act, 1980 :-

Borough Committe No.	Ward Nos.	Total No. of Wards
I	1, 2, 3, 4, 5, 6, 7, 8 & 9	09
II	10, 11, 12, 15, 16, 17, 18, 19 & 20	09
III	13, 14, 29, 30, 31, 32, 33, 34 & 35	09
IV	21, 22, 23, 24, 25, 26, 27, 28, 38 & 39	10
V	36, 37, 40, 41, 42, 43, 44, 45, 48, 49 & 50	11
VI	46, 47, 51, 52, 53, 54, 55, 60, 61 & 62	10
VII	56, 57, 58, 59, 63, 64, 65, 66 & 67	09
VIII	68, 69, 70, 72, 83, 84, 85, 86, 87, 88 & 90	11
IX	71, 73, 74, 75, 76, 77, 78, 79, 80 & 82	10
X	81, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99 & 100	12
XI	103, 104, 110, 111, 112, 113 & 114	07
XII	101, 102, 105, 106, 107, 108 & 109	07
XIII	115, 116, 117, 118, 119, 120, 122, 123 & 124	09
XIV	121, 125, 126, 127, 128, 129, 130, 131 & 132	09
XV	133, 134, 135, 136, 137, 138, 139, 140 & 141	09

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 42 of 2010-2011. Date : 16.11. 2010.

Sub : Attendance and punctuality.

Of late it has been noticed that norms regarding timely attendance in office are not being properly enforced by the concerned Controlling Officers and Head of the Departments.

It is reiterated that no laxity should be permitted and the timings of arrival/departure, allowable marginal delay etc., as has already been earlier circulated, should be strictly followed and enforced. This should be brought to the notice of all concerned.

Surprise checks may be made by the undersigned and the Joint Municipal Commissioners. Failure to ensure timely attendance will be viewed seriously.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 57 of 2010-2011. Date : 25.02.2011.

Sub : Disposal of petty/routine Contingency expenditure by Joint Municipal Commissioners, KMC.

In terms of Municipal Commissioner's order No. Com/NSO/11 dated 15.09.2005, the Controlling Officers of the Kolkata Municipal Corporation were delegated with the power to approve the petty/routine Contingent expenditure upto Rs. 10,000/- (where no policy implication is involved) as per extant rules after obtaining concurrence of the CMF&A.

In order to further ease out the process of disposal of petty/routine Contingent expenditure, it is circulated for information of all concerned that routine Contingency expenditure of more than Rs. 10,000/- (rupees ten thousand) but less than Rs. 50,000/- (rupees fifty thousand) of different departments, where no policy implication is involved, shall henceforth be approved by the Joint Municipal Commissioners observing the extant rules. The departments for whom respective Joint Municipal Commissioners will approve the proposals will be as follows :-

Jt. Mpl. Commissioner (Dev. & Gen.) - Civil, Planning & Development, Sewerage & Drainage, Parks & Squares, Electricity & Lighting, Roads, Mechanical, Town Planning, Water Supply. P.M.U., Education, Social Sector, Finance & Accounts.

Jt. Mpl. Commissioner (Revenue) - Assessment-Collection, Licence, Parking, Advertisement, Market, Amusement, Bustee, Health, Personnel, S.W.M., Supply, Building, Municipal Secretary, I&PR, I.U.M., Supply, E.W.S.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 59 of 2010-2011 Date: 22.03. 2011

All Controlling Officers are hereby requested to maintain Fixed Asset Register as per enclosed format Assets procured by the department as well as Asset, including infrastructural assets, created by the department should be entered into the Register as prescribed. All the Controlling Officers/ Head of the Departments will please ensure to get the Asset Register bound and maintained in a proper manner so that necessary audit can be conducted by the Audit Department as and when required. It should also be signed by the Head of the Department as a mark of authenticity and correctness of all the entries recorded in the Fixed Asset Register. The Register should be completed within 30/04/2011.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No.18 of 2010-2011 Date: 15.07 2010

Sub: Management of issuance of birth certificates.

In modification/supersession of Municipal Commissioner's Circular No. 02 of 2007-08 dated 9th April 2007, Municipal Commissioner's Circular No. 15 of 2008-09 dated 30th May 2008 and all other circulars / notices / arrangements with regard to the subject above, it is hereby notified as follows :

In terms of Sec. 451 (1) of the Kolkata Municipal Corporation Act, 1980, the Chief Municipal Health Officer is the Officer-in-Charge for registration of all births occurring in Kolkata.

In terms of Sec. 451 (2) of the Kolkata Municipal Corporation Act, 1980, the Chief Municipal Health Officer and all Deputy Chief Municipal Health Officers will act as Registrars of Birth in the KMC Central Office and all Borough Executive Health Officers will act as Registrars of Birth in respect of the Boroughs concerned.

In terms of Chapter II, Sec. 7(5) of the Registration of Births & Deaths Act, 1969, the said Borough Executive Health Officers may appoint Sub-Registrars under them.

The Medical Officer attached to the Birth & Death Section of Health Department at the Central Office will act as Sub-Registrar of Births for the Central Office.

The structure of delegation of the Municipal Commissioner's powers regarding management of issuance of birth certificates will be as mentioned below :

Activity	Sub-Activity	Level	Sanctioning Authority
Registration of event of birth and related activities	Issuance of Birth Certificate within one year of birth	Borough	Sub-Registrar of the Borough concerned. In his absence, the Borough Executive Health Officer / Registrar of Births may exercise the power.
	Issue of birth certificate after one year where birth details are available in computerized records of KMC	Borough	Sub-Registrar of the Borough concerned. In his absence, the Borough Executive Health Officer / Registrar of Births may exercise the power.
		Central Office	Sub-Registrar at KMC Central Office. In his absence, any of the Registrars of Birth at the Central Office may exercise the power.
	Issue of birth certificate after one year where record of event is not available in computerized records of KMC but is available in manual records at the KMC Central Office	Central Office	Sub-Register at KMC Central Office. In his absence, any of the Registrars of Birth at the Central Office may exercise the power.

Activity	Sub-Activity	Level	Sanctioning Authority
	Delayed registration of event of birth & issue of birth certificate after one year In case a particular event of birth is not registered with KMC	Borough [on receipt of proper document as laid down in Chapter III, Sec. 3(3) of the Registration of Births & Deaths Act, 1969]	Sub-Register of the Borough concerned. In his absence, the Borough Executive Health Officer/Registrar of Births may exercise the power.
		Central Office [on receipt of proper document as laid down in Chapter III, Sec. 13(3) of the Registration of Births & Deaths Act, 1969]	* Sub-Registrar at KMC Central Office. In his absence, any of the Registrars of Birth at the Central Office may exercise the power. * In case the applicant comes to the Central Office.
	Registration of event of birth & issuance of birth certificate In case of adoption	Central Office	Sub-Registrar at KMC Central Office. In his absence, any of the Registrars of Birth at the Central Office may exercise the power.
	Issuance of non-availability certificate in cases where records of birth registration are not available with KMC	Central Office	Sub-Registrar at KMC Central Office. In his absence, any of the Registrars of Birth at the Central Office may exercise the power.
	Inclusion of name in Borough Birth Certificate	Borough	Sub-Registrar of the Borough concerned. In his absence, the Borough Executive Health Officer/Registrar of Births may exercise the power.
		Central Office	Sub-Registrar at KMC Central Office. In his absence, any of the Registrars of Birth at the Central Office may exercise the power.
	Correction/ modification		The Borough Executive Health Officer/ Registrar of Births or Sub-Registrar of the Borough concerned, after being satisfied that the entry of birth in the register kept

Activity	Sub-Activity	Level	Sanctioning Authority
	in Birth Certificate within one year of birth if the record of registration is available	Borough	by him under the RBD Act, 1969 is erroneous in form or substance, may correct the error by suitable entry in the margins, without any alteration of the original entry, and shall sign the marginal entry and add thereto the date of the correction.
	Correction / Borough modification in Birth Certificate within one year of birth if the record of registration is available	Central Office	Any Registrar of Birth or Sub-Registrar at the Central Office, after being satisfied that the entry of birth in the register kept by him under the RBD Act, 1969 is erroneous in form or substance, may correct the error by suitable entry in the margin, without any alteration of the original entry, and shall sign the marginal entry and add thereto the date of the correction.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 53 of 2010-11 Date: 25.01.2011

Due to circumstances arising out of the need to pave the ways for smooth commencement of the works of construction of a modern abattoir, the following changed arrangements shall be started at the Tangra Slaughterhouse.

1. Passing Hours : 1 pm to 5 pm
2. Slaughtering Hours : 1 pm to 5 pm (during Festive days* 1 pm to 7 pm)
3. Dressing & Cleaning Hours : 1 pm to 10 pm (upto 12 midnight during Festive days*)
4. Closure of slaughter house
Main Gate : 10 pm (12 Midnight during Festive days*)
5. Entry of Food Animals in Live : 7 am to 5 pm (except Wednesday & Thursday)
Stock Yard
6. Afternoon duty of Mollah & Stamper : 1 pm to 5 pm (during Festive days 1 pm to 7 pm)

Further, the following measures are also to be taken -

1. No ten wheeler truck be allowed inside the Slaughter House.
2. Each KMC approved licensee will be allowed to bring upto 4 (four) food animals daily which may be increased upto 8 (eight) during Festive days. *

This arrangement will remain in vogue until further orders. All concerned are requested to cooperate.

* Fateh-Duaz-Daham, Id-UI-Fitre, Id-Uz-Zoha, Muharam, X-Mas etc.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 55 of 2010-11 Date: 14.02.2011

In supersession of all previous orders & circulars in the context, the below-noted time schedule and operational arrangements are to be followed at the Tangra Slaughterhouse and the Tangra Livestock Yard with immediate effect-

1. Cattle examination & Passing Hours: 1.00 pm to 5.00 pm
2. Animal Slaughtering Hours: 1.00 pm to 8.00 pm (extended by 3 hours)
3. Dressing & Cleansing Hours: 1.00 pm to 12.00 night (extended by 2 hours)
4. Closure of Slaughter House Main Gate: 12.00 night (extended by 2 hours)
5. Entry of Food Animals in Live Stock Yard: 7.00 am to 5.00 pm (except Wednesday & Thursday)
6. Afternoon duty of Mollah & Stamper: 1.00 pm to 8.00 pm (extended by 3 hours)

In order to combat the problem of driving space inside the slaughterhouse it is specified that no vehicles above 6-wheelers shall be allowed to enter inside the slaughterhouse.

It is necessary that the slaughterhouse be kept in clean and hygienic condition. Measures against pollution and beautification of the area should be taken up.

It should also be ensured that no disturbance is created in or around the Slaughterhouse. Cooperation from all concerned is sought for maintenance of peace and harmony.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular Number 32 of 2010-11 Date: 21.09.2010

Sub: Establishment of the KMC Call Centre.

Establishment of a Call Centre of the KMC has been under active consideration for some time. It has been decided that a call centre will be made functional from the month of October 2010 and further decided that such Centre will be located at the IT CENTRE of the KMC at 48 Market Street, Kolkata 700 087. The Tata Consultancy Services Limited (TCS) has agreed to run the Call Centre with their professionals and provide necessary services as required to manage the Centre efficiently and smoothly.

The overall administration and monitoring of the Centre and general supervision of the Grievance Redressal System will be looked after by Dy Secretary under the direction of the Municipal Secretary. The IT Dept. of the KMC will provide all technical support to run the Call Centre and Complaint Management System efficiently and smoothly. Manager (Systems) will monitor such support on a daily basis.

From the side of the KMC the day-to-day activities of the Call Centre and its operation will be looked after by the I & PR Department in tandem with the Municipal Secretary's Department and APRO will oversee the above.

All the Controlling Officers and all the Heads of the Departments are to designate officials for their respective departments as the NODAL OFFICERS for attending the issues raised through the Call Centre as well as for Complaint Management and Grievance Redressal System, weekly checks/evaluation by the Controlling Officers/the HODs of the issues received by their respective officers/Nodal Officers and actions taken will be desirable. Names, mobile and intercom/EPABX numbers of the NODAL OFFICERS may be forwarded to APRO by all the Departments by 30 Sep, 2010.

All the Controlling Officers, all the Heads of the Departments and all concerned others will extend their full co-operation to the Call Centre to make it a success.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 39 of 2010-11 Date: 27.10.2010.

Computer Password Policy

The matter of streamlining the existing computer password protocol as circulated vide Municipal Commissioner's Circular No. 13 of 2005-06 dated 5th August 2005 was under consideration of the KMC authority for quite some time. After protracted deliberations on the issue a detailed password policy has been adopted. It is enjoined upon all concerned to follow the noted below password policy to keep the sanctity of the password in the interest of the Corporation as well as in the interest of the password selector. In case it is found that password is accessed by anybody other than the password selector then she/he shall be held responsible for any damage caused to the Corporation.

The main idea behind it is only to protect the interest of the Corporation as well as that of the password selector.

1. Passwords are an important aspect of system security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of KMC Application. As such, all the KMC employees (including contractors and vendors with access to KMC Applications) are responsible for taking appropriate steps, as outlined below, to select and secure their passwords.
2. The purpose of this policy is to set up a standard for creation of strong passwords, protection of those passwords and frequency of change.
3. a) A password should not be
 - A dictionary word
 - It should not have any bearing on the name/surname of the employee concerned or any office/family members, and
 - It should not contain numerical having any bearing with the KMC or the employee concerned, such as his date of birth or year of passing school or year of graduation or any such obvious number.b) A password should be a random alpha-numerical code (i.e. containing both alphabets and numerical) containing at least one
 - Letter in capital
 - 'underscore', and
 - at least three numerical

The capital letter(s) and the 'underscore' and the numerical may be placed at random within the password.

- c) A password should be changed once in every twenty day.
- d) While changing the password, adequate care should be taken to ensure that a new password selected should not have any resemblance with the previous password.
- e) The length of a password must be at least eight characters.
- f) A password must be changed by the user during the first Login. With a default password the user cannot access the Application.
- g) 5 consecutive failed login attempts (due to wrong passwords) will lock the user account and the account will be locked for a' period of 1 day. Only System Administrator is authorized to unlock the user account.
- h) During login, the Application will send a warning message to change the password 5 days before the password expiration time.

- i) During password change, the user cannot reuse the last three used passwords.

4. Guidelines to create a password

The following standard password guidelines should be followed by KMC users to secure the Application, KMC users must avoid poor password characteristics and adhere to the Strong password guidelines.

Poor, weak passwords have the following characteristics:

- a. Such a password is a word found in a dictionary (English or foreign)
- b. Such a password is a common usage word such as:
 - Names of family, pets, friends, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - The words “KMC”, ‘kolkata’, ‘password’ or any derivation
 - Birthdays and other personal information such as addresses and phone numbers
 - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
 - Any of the above if written in reverse order.
 - Any of the above preceded or followed by a digit (e.g. secret 1, 1 secret)

Strong passwords :

- A. Contain both upper and lower case characters (e.g., A-Z, a-z)
- B. Have digits as well as letters e.g., 0-9, A-Z, a-z
- C. Are at least eight alphanumeric characters long
- D. Is not a word in any language, slang, dialect, jargon, etc.
- E. Are not based on personal information, names of families, etc.
- F. Passwords should never be written down or stored online

5. Guidelines to secure a password

- Don't reveal a password over the phone to ANYONE
- Don't reveal a password in an email message
- Don't share password with friends, colleagues, relatives, superiors and subordinates.

Responsibility of the password is solely of the employee concerned.

- Don't talk about a password in front of others
- Don't hint at the format of a password (e.g., “my family name”)
- Don't reveal a password on questionnaires or security forms
- Don't share a password with family members
- Don't reveal a password to co-workers while on vacation Do not use the “Remember Password” feature of applications / browsers (e.g., Eudora, Outlook, Netscape Messenger).

· Don't write passwords and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption. If an account or password is suspected to have been compromised, change the password immediately. This is issued with the approval of the Hon'ble Mayor.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 58 of 2010-2011 Date: 02.03. 2011.

Re: Issue of Laptop Computers & LCD Projectors to Borough Offices

The Kolkata Municipal Corporation has procured laptop computers and LCD Projectors for use of KMC Borough Offices principally for presentations during different meetings and trainings / workshops. A few guidelines in this regard are laid down hereunder:

- I. Laptop computers (Chirag Powerplay I4C20) and LCD Projectors (Epson EB S9) are being issued to the Borough Executive Engineers as representative of the said Borough Office; in

other words, the laptop computers and LCD Projectors are being issued for use of the Borough Office and the same will be used by different departments under the Borough concerned, as and when the need arises, as may be decided by the Borough Executive Engineer concerned.

- II. The laptop computers and LCD Projectors will have to be recorded in the Tools & Plants Register maintained for central procurement of computer hardware.
- III. At the time of distribution, the said hardware items will have to be duly received by the Borough Executive Engineer concerned.
- IV. After receipt by the Borough Executive Engineers, the said hardware items will have to be immediately recorded in the departmental Tools & Plants Register.
- V. The laptops computers are covered by 3-year warranty support. In case of any problem with the laptops, OSD(IT) may be contacted forthwith.
- VI. The LCD Projectors are covered by 2-year warranty support (90 days' warranty support on lamp). In case of any problem with the projectors, OSD (IT) may be contacted forthwith.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 04 of 2010-2011 Date: 23.04.2010

Sub : Issuance of fresh Certificates of Enlistment and renewal of existing Certificates of Enlistment and linkages with fire safety norms.

For some times past, The Kolkata Municipal Corporation has been trying to integrate the issue of fire clearances with the question of issuance of fresh Certificate of Enlistment/renewal of old Certificate of Enlistment. In consultation with the Department of Fire & Emergency Services, WB, circulars/office orders have been issued from time to time on the subject.

Now for the financial year 2010-2011, necessity has arisen to issue fresh Circular on the above subject. After careful examination of the entire matter by the Kolkata Municipal Corporation and with the concurrence of the WB Fire & Emergency Services the present Circular is issued for compliance with immediate effect.

List of trades, in case of which for both issuance of new/fresh Certificates of Enlistment as well as renewal of Certificates of Enlistment fire clearance) would be required.

- a. Nursing home/Private Hospital;
- b. Private School/ Private College/Nurseries/Creches;
- c. Cinema hall & Multiplexes;
- d. Shopping Mall & Private Markets;
- e. Hotels, Restaurants, Guest houses & Bars;
[Eating Houses/Restaurants up to 300 sq. ft could be exempted, where coal/diesel/town gas/micro oven is being used. as fuel. In this respect, Indemnity Bond to that effect, will be required for processing the case. However, for all boarding houses/hotels/guest houses/ lodges, where there will be sleeping accommodation, necessary clearance from WBF & ES will be required.]
- f. Sweetmeat workshop;
[Sweetmeat Workshops up to 300 sq. ft. could be exempted, where coal/diesel/town gas/ micro oven is being used as fuel. In this respect, Indemnity Bond to that effect, will be required for processing the case].
- g. Leather goods factories/processing units;
- h. Manufacturing units in States Industrial Estates;
[If the WBIDC/WBSIDC or state governmental authorities assures us that they are taking care of a fire fighting measures of the industrial estates in general terms, then KMC may not insist upon individualized fire clearance from the individualized units.]

- i. Liquor manufacturing units;
- j. Plastic manufacturing units;
- k. Ware houses/ go-downs where hazardous and inflammable articles are stored;
- l. Auto repairing workshop;
[Auto Repairing Workshops having welding facility using LPG/Oxy Acetylene gas cylinder, necessary clearance from WBF & ES will be required].
- m. In case of petrol pumps and LPG go-downs, necessary clearance from WBF & ES will be required.
- n. In case of ware houses/go-downs, where books, garments, thread etc. are stored, KMC may not insist upon prior fire clearance.

In case of renewal of existing licence, excepting the items specifically mentioned above, in the context of fresh licences, renewal would be normally routinized, though it will be categorically imprinted upon every Certificate of Enlistment that “the Certificate of Enlistment is issued subject to compliance of the provision of the West Bengal Fire Services Act, 1950 (to the extent applicable) with the onus for compliance lying with the certificate holders”.

Furthermore, in every case of new licence, irrespective of norms and nature of the trade, an affidavit-in-undertaking will be obtained from the traders that they will abide by all laws of the land and will particularly obtain fire clearance and police clearance before they embark upon the trade and the mere availability of a Certificate of Enlistment of KMC in their hands issued from KMC would not give them any right or privilege, if the other laws of land/regulations/notifications are violated.

The arrangement will be valid for this current financial year only.

Sd/-
(Arnab Roy)
Municipal Commissioner

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR GENERAL
WEST BENGAL FIRE & EMERGENCY SERVICES
113-D, Mirza Galib Street, Kolkata – 700 016

Memo No.: WBFES/2554/10

Date : 25.05.2010

From : Deputy Director,
West Bengal Fire & Emergency Services.

To : Mr. Bhaskar Ghosh,
The Chief Licensing Officer,
Kolkata Municipal Corporation,
Kolkata

Re. : Report regarding inspection made till to day by Joint Inspection Committee.

Sir,

Enclosed please find herewith a List of Markets and Mercantile Building inspected by the Joint Inspection Committee.

This is for your information and perusal please.

Enclo. : As above.

Sd/-
Deputy Director
Fire Prevention Wing
WEST BENGAL FIRE & EMERGENCY SERVICES

**LIST OF BUILDINGS/PREMISES FOUND TO BE ENDANGERED AND
FIRE PRONE AFTER FURTHER VERIFICATION**

SL. NO.	PREMISES NAME & NO.
1	Marcantile Building, 9/12, Lal Bazar Street, Kolkata – 700 001
2	Jitendra Chambers, 7A, Kiron Sankar Roy Road, Kolkata – 700 001
3	Punwani Chambers, 7B Kiron Sankar Roy Road, Kolkata – 700 001
4	Hastings Chambers, 7C Kiron Sankar Roy Road, Kolkata – 700 001
5	Taparia House, 42/1 Strand Road, Kolkata – 700 001
6	138 Biplabi Rash Behari Basu Road, Kolkata – 700 001
7	135A Biplabi Rash Behari Basu Road, Kolkata – 700 001
8	Bentinck Chambers, 37A Bentinck Street, Kolkata – 700 069
9	Temple Chambers, 6 Old Post House Street, Kolkata – 700 001
10	10 Old Post House Street, Kolkata – 700 001
11	12 Old Post House Street, Kolkata – 700 001
12	Karnani Mansion, 1) 21 Park Street, 2) 23 Park Street, 3) 25A Park Street, 4) 27B Park Street, 5) 47 Park Street, Kolkata – 700 016
13	1) 20A Park Street, 2) 20B Park Street, 3) 20G Park Street, Kolkata – 700 016
14	Queens Mansion, 1) 12 Park Street, 2) 12P Park Street, 3) 12K Park Street, 4) 12J Park Street, 5) 12H Park Street, 6) 12G Park Street, 7) 12A Park Street, 8) 12E Park Street, 9) 12C Park Street, 10) 12B/2 Park Street, Kolkata – 700 016
15	Karnani Estate, 209 Acharya Jagadish Bose Road, Kolkata – 700 017
16	Punjabi Katra, 160 Jamunalal Bazar Street, Kolkata – 700 007
17	Sada Sukh Katra, 1)201A & 201B Mahatma Gandhi Road, 2) P-31A CIT Scheme XL II Block B, 3) 46 Cotton Street (Utkalmoni Gopabandhu Sarani), Kolkata – 700 007
18	Raja Katra, 167 Netaji Subhash Road, Kolkata – 700 007
19	City Centre, 19 Synagogue Street, Kolkata – 700 001
20	Bagri Market, 71 Canning Street (Biplabi Rash Behari Bose Road), Kolkata – 700 001
21	Manohar Das Katra, 113 A & 113B MH Das Street, Kolkata – 700 007
22	AV Market, 1 Sambhu Mullick Lane, Kolkata – 700 007
23	Tama Patty, 62B netaji Subhash Road, Kolkata – 700 001
24	Ganesh Market, 58D, Netaji Subhash Road, Kolkata – 700 001
25	Calcutta Pinjra Pole Society, 34 Armenian Street, Kolkata – 700 001
26	Kajaria Market, 28 Amratala Street, Kolkata – 700 007
27	Bothra Marke, 146/2 Old China Bazar Street, Kolkata – 700 001
28	Satya Narayan Park AC Market, 141 Cotton Street (Utkalmani Gopabandhu Sarani), Kolkata – 700 007
29	Gandhi Tower, 131 Cotton Street (Utkalmani Gopabandhu Sarani), Kolkata -700 007
30	Jain Katra, 1) P-25 Kalakar Street, 2) P-25 CIT Scheme XLII Block A, 3) P-25A CIT Scheme XLII Block A 4) 25-B CIT Scheme XLII Block A, Kolkata – 700 007

SL. NO.	PREMISES NAME & NO.
31	Shyamashree Market, 50 Hari Ram Goenka Street, Kolkata – 700 007
32	Bajorai Katra 1) 255A Rabindra Sarani, 2) 255B Rabindra Sarani, Kolkata-700 007
33	Balaji Tower, 135 Cotton Street (Utkalmani Gopabandhu Sarani), Kolkata-700 007
34	Bangoor Building, 161 Mahatma Gandhi Road, Kolkata – 700 007
35	Shyam Market, 174 Chittaranjan Avenue, Kolkata – 700 007
36	Jamuna Bhawan, 55 Ezra Street, Kolkata – 700 001
37	Mehta Building, 1) 55/2 Biplabi Rash Behari Basu Road, 2) 55/9A Biplabi Rash Behari Basu Road, 3) 55/15 Biplabi Rash Behari Basu Road, 4) 55/58 Biplabi Rash Behari Basu Road, 5) 55/65 Biplabi Rash Behari Basu Road, 6) 55/97 Biplabi Rash Behari Basu Road, 7) 55 Biplabi Rash Behari Basu Road, Kolkata – 700 001
38	Janaki Centre, 48 Canning Street (Biplabi Rash Behari Basu Road), Kolkata-700001
39	Poddar Building & Maharshi Commerce Ltd., 18 Rabindra Sarani, Kolkata-700 001
40	Territi Market, 1) 22B Rabindra Sarani, 2) 22 Rabindra Sarani, Kolkata – 700 073
41	Kamalaya Centre, 156A Lenin Sarani, Kolkata – 700 013
42	Chandni Chawm Market, 1) 163 Lenin Sarani, 2) 164 Lenin Sarani, 3) 165 Lenin Sarani, 4) 165/1 Lenin Sarani, 5) 166 Lenin Sarani, 6) 167 Lenin Sarani, 7) 167/1 Lenin Sarani, 8) 167/3 Lenin Sarani, 9) 167/3A Lenin Sarani, 10) 167/3B Lenin Sarani, 11) 167/3C Lenin Sarani, 12) 167/3D Lenin Sarani, 13) 167/4 Lenin Sarani, 14) 167/5 Lenin Sarani, 15) 167/6 Lenin Sarani, 16) 167/7 Lenin Sarani, Kolkata – 700 013.

Office of the Chief Manager
(Licence, Market & Amusement)

NOTE – NO. I OF CH. MANAGER (LICENCE) DATED 20.05.2010 ABOUT ISSUANCE OF NEW CERTIFICATE OF ENLISTMENT & RENEWAL THEREOF FOR 2010-2011 & LINKAGES WITH FIRE SAFETY NORMS.

To

1. Licence Officer (HQ)
2. Manager System (Licence)
3. All Dy. Licence Officers
4. Licence Inspector, Computer Cell (HQ)

All concerned are well aware of this fact that after the devastating fire at Stephen Court, Park Street, Governmental Departments like Kolkata Police, WB Fire & Emergency Services & Statutory Agency like CESC Ltd. Along with officials of Building Department, KMC are visiting specified buildings found to be endangered and fire prone for recommending short term as well as long term fire safety measures. During such spot inspection and enquiry conducted by the Special Team constituted for this purpose under the leadership of Sri B.B. Basu, Special Commissioner of Police-II, Kolkata Police, Lalbazar, some particular buildings had been found to be endangered and fire prone. For some buildings, the Special Team also filed FIR in terms of extant Rules/Act.

A meeting was also held in the chamber of Municipal Commissioner on 10.05.2010 attended by officials of W.B Fire & Emergency Services and CESC Ltd. Municipal Commissioner was also pleased to issue a minutes of the meeting in this regard. The competent Authority also recommended

that issuance of new certificate of Enlistment and renewal thereof for all the trades/businesses carried on in those buildings might be kept withheld till further order.

Now, W.B Fire & Emergency Services had provided the necessary list of buildings along with addresses for taking necessary steps by the KMC to keep withheld all the business/trades carried on in those buildings. Municipal Commissioner approved the proposal and ordered that the enclosed list as provided by W.B Fire & Emergency Services should be given to all concerned, so that issuance of new Certificate of Enlistment could be started forthwith as per established practice through Bailiff Books or through designated counter keeping in mind that no new Certificate of Enlistment and renewal thereof could be made for any kind of business/trades at those buildings/addresses as per the enclosed list. If,; in future, it had been found that new Certificate of Enlistment and renewal thereof had been made for such restricted and listed buildings (provided by W.B Fire & Emergency Services), the entire onus would be upon the person issuing the same. However, it is made clear that the already endangered and gutted buildings like Nandaram Market, Tripal Patty, 40 Strand Road, 1 Strand Bank Road, Stephen Court etc. would continue to remain withheld until further order. Manager System (Licence) would also taken care in the system itself that neither new nor renewal of Certificate of Enlistment for any kind of trades/businesses at those buildings/addresses as per the enclosed list provided by W.B Fire & Emergency Services) as well as the buildings stated above were being made till further order. It may also be noted that keeping the Certificate of Enlistment withheld for the above stated buildings as well as the buildings/addresses provided in the list, would not absolve in responsibility of KMC to keep withheld the nature of business/trades as mentioned in Circular No. 04 of 2010-2011 of Municipal Commissioner.

This may kindly be endorsed by Municipal Commissioner, so that wide distribution can be made for knowledge of all concerned.

Sd/-
Chief Manager (Licence)

Municipal Commissioner's Circular No. 41 of 2010-11 Dated 13th November, 2010

The Water Supply Department and the License Department often demand water fee from the same licensee / certificate holder. To avoid such duplication of demands it is circulated for all concerned that if any licensee / certificate holder pays up the water fee to the Water Supply Department first and then 'approaches to the License Department for Certificate of Enlistment, the latter shall take into account the water fee already paid by the licensee/ certificate holder and shall not demand the component of water fee u/s 238(2) of the K.M.C. Act, 1980, again. Similarly, if any licensee/ certificate holder first pays up the water fees u/s 238(2) in the License Department, the Water Supply Department-shall take into account such payment and adjust the component of fee so paid already, for raising their demand.

Similar adjustments shall also be made by the Drainage Department and the License Department vice versa in respect of collection of drainage fee.

However, such adjustment on the part of License Department can be made for the payment in current year only.

Meanwhile the In-Charges of systems for the License, Water Supply and Drainage Departments will explore the possibilities of linking up data base of these departments accordingly to avoid double charging upon the same licensee/ certificate holder.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 07 of 2010-2011. Dated : 05.05.2010.

Sub : Emergency arrangements during the ensuing norwester/rainy season in the next few months of 2010.

Considering all possibilities and with regard to previous years' practices (with suitable changes), it has been decided that the following activities may be initiated from the KMC's end forthwith to enable the officials and members of staff of KMC to combat emergent situations.

Sl. No.	Activities/ department's	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
1	Parks & Squares Deptt. (Removal/ Felling of uprooted trees from the road-side)	<p>(i) On every single day in the week, there shall be one team (consisting of one Supervisor and five labourers with one lorry) placed at each Borough office from 6-00PM to 6-00 AM in Boroughs I to XV. Each Supervisor will have a mobile phone. The teams will be centrally controlled by Parks & Squares Dept. in order to facilitate inter-Borough movement, if required. On Sunday & Holidays, there will be round-the-clock arrangements at each borough at the above scale.</p> <p>(ii) Apart from this, in the Central Control Room, on Sundays and holidays throughout the period, on a shift basis, there will be three teams in each shift. Each team will consist of one Supervisor, five mazdoors and one lorry with a mobile phone with the supervisor : this team will be under control of Arboriculture Overseer who will also be having mobile connectivity. On Saturdays there will be one team at Control Room from 2-00 PM to 10-00 PM and two teams from 10-00 PM to 6-00 AM in the next morning. On Sundays and holidays, as stated earlier, there will be three teams in each shift. On every weekdays, there will be three teams at the Control Room, two teams from 6-00 P.M. to 6-00 AM in the next morning and another team from 10-00 PM to 6-00 AM in the next morning. Two numbers of lorries will be available in the Control Room.</p> <p>(iii) One crane and one vehicle (Tata Sumo type) would be hired by Parks & Squares Deptt. for emergency removal of well grown-up trees and this crane will be perpetually stationed in the Control Room.</p> <p>(iv) Mobile phone connectivity will be alive between the different teams for enabling the Control Room to divert from one place to another place.</p>	<p>From 1.4.2010 till 30.11.2010</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>OSD (Parks & Squares)</p> <p>Ex. Engr. (P & S)</p> <p>Ex. Engr. (P & S)</p> <p>Asst. Horticulturist/ Arboriculture Overseer in Control Room</p> <p>Arboriculture Overseer</p> <p>Arboriculture Overseer</p>

		(v) OSD (Parks & Squares) & Ex. Engr. of Parks & Squares Deptt. may be allowed to use hired vehicles during Sundays, holidays and beyond office hours as and when required from 1.4.2010 to 30.11.2010.		Arboriculture Overseer
2.	Lighting & Electricity Deptt. (Removal of uprooted lamp posts and traction)	<p>a) In each of the 15 Boroughs there will be one team everyday from 4-00 PM to 8-00 AM in the next morning with each team having one electrician, two labourers, one car and one mobile phone. On Sundays and holidays such arrangements will be there on 24-hour basis.</p> <p>b) On every weekday between 4-00 PM to next day 8-00 AM, two teams will be placed in the Central Control Room. Each team will have one electrician, two labourers, one car and a mobile phone. On Sundays and holidays such services will be made available on 24-hour basis.</p> <p>c) Each night, there shall be an additional special squad available in CMO Buildings with two generator-fitted vehicles, having one electrician, two labourers with one mobile phone and phone numbers 250W metal halide lamps with each vehicle.</p>	<p>From 1.5.2010 to 8.11.2010</p> <p>- do -</p> <p>- do -</p>	<p>TA (Elec.)</p> <p>Dy. C. E. (Ltg.)</p> <p>Dy. Ch. Engr. (Ltg.)</p> <p>Ex. Engr. (Ltg., Zone - V)</p> <p>Ex. Engr. (Ltg. Zone - I)</p> <p>Ex. Engr. (Ltg. Zone - II)</p> <p>Ex. Engr. (Ltg. Zone - III)</p> <p>Ex. Engr. (Ltg. Zone - IV)</p> <p>Ex. Engr. (Elec.)</p>
3.	SWM Deptt. (Cleaning of gully-pit mouths and other related works)	<p>(i) To clear the city streets (especially the gully-pits and kerb channels) in the afternoon shifts everyday so that sudden showers cannot clog the city and submerge particular areas.</p> <p>(ii) Arrangement of ten mazdoors already arranged along with overseeing supervisor in each Ward and 28 Nos. Conservancy vehicles for major roads in the evening/night shifts</p>	<p>From 15.5.2010 to 8.11.2010</p> <p>- do -</p>	<p>Pr. C. E. (Mech-Elec.)/CME (SWM)</p> <p>Dy. C.E. (SWM-I)</p> <p>Dy. Dir.-IV (SWM-I)</p> <p>Dy. Dir. (SWM-I)</p> <p>Dy. Dir.-II (SWM-I)</p>
4.	Drainage Deptt. (Deployment of Controll Room Management, continuous	<p><u>MANNING OF PUMPING STATIONS</u></p> <p>There will be round the clock manning in each pumping station with at least one A.E. / SAE perpetually available in each shift. One Assistant Engineer should be posted at night shift at BDPS, PBPS & DLPS</p>	<p>From 15.5.2010 to 8.11.2010</p>	<p>SO (S&D)</p> <p>TA (Elec.)</p>

operation of pumping stations, deployment of mazdoors at water logging pockets, deployment of pumps etc.)	<p><u>MANNING AT THE WATERLOGGING POCKETS</u></p> <p>A : There are three FLOOD CONTROL centres(Hrishikesh park,Subodh Mullick square park & Traingular park) in Town system & suburban system area.</p> <p>There will be round the clock manning in each flood control centre with at least one SAE , one SARKAR & sufficient departmental Majdoor perpetually available in each shift.</p> <p>B : There is ONE FLOOD CONTROL centre (Ultadanga siphone pumping Station) in Manicktala system area.</p> <p>There will be round the clock manning in flood control centre with at least one SAE , one SARKAR & sufficient Contractual Majdoors perpetually available in each shift.</p>	From 15.6.2010 to 8.11.2010	OSD (Mech.) OSD Dy. C.E. (Elec.) Pumping Stations Dy. Ch. Engr. (Sewer cleansing) Dy. C.E. (Drainage) Engr. Dr. (N)
	<p><u>Arrangement to combat the flood on Central Avenue from Collutola Street to Muktaram Babu Street during the festive season</u></p> <p>2 Nos. Gullypit Emptiers, 2 Nos. Jetting-cum-Suction machines will be deployed round-the-clock at the KMC Control Room with required numbers of mazdoors and operators</p> <p>2 Nos. 6" pumps and 2 Nos. 4" pumps will be deployed round the clock at the KMC Central Ambulance Garage beside Md. Ali park with required number of mazdoors and operators</p>	From 13.10.2010 to 18.10.2010 (for free movement of vehicles during pujas)	Ex. Engr. (Drainage-South) Ex. Engr. (Mech-Dr.)
	<p><u>Emergent instruments/apparatus arrangements during festive days</u></p> <p>2Nos. Jetting/Jetting-cum-Suction machines would be made available at each of the North, Central and South garages i.e. total of 6 Nos. Jetting-cum-Suction machines with required number of mazdoors and operators will be deployed.</p>	- do -	Ex. Engr. (BDPS) Ex. Engr. (DLPS) Ex. Engr. (MDPS) Ex. Engr. (PBPS)
	<p><u>DEPLOYMENT OF PUMPS :</u></p> <p>Total 70 nos pumps will be deployed at water-logged pockets in Borough-I to Borough-XV.</p>	From 25.5.2010 to 8.11.2010	

5.	Engg. Deptt. (Deployment of skeleton mazdoors at water logging pockets, removal of water logging, deployment of potable pumps etc.)	<p>(i) Skeleton gang comprising of 6/8 Nos. of mazdoors and 1 Drainage Sarkar will be posted at each Borough Office Control Room from 6-00 AM to 10-00 PM on Sundays and holidays along with over-seeing Supervisors and Engineers will be posted to monitor the entire systems.</p> <p>(ii) On weekdays similar arrangements will also be made from 2 P.M. to 10 P.M. at each Borough Office.</p> <p>(iii) Contractual mazdoors should be posted at the listed water logging pockets from 9 AM to 5 PM during the entire monsoon period (from 1.6.2010 to 8.11.2010). Borough Executive Engineers will engage the said experienced mazdoors preferably ex-employees of KMC or mazdoors already having sufficient knowledge to tackle the water logging situation through KMC enlisted agencies at the approved daily rates. The number of mazdoor should be decided by the Bor. Ex.Engr. according to water-logging pockets in consultation with Zonal Dy. Ch. Engrs. and DG (Civil). In case of added area i.e. Borough - XI to Borough - XV, contractual mazdoors should be deployed from 15.5.2010 to 8.11.2010.</p> <p>(iv) One hired P.R. lorry should be kept at each Borough office 6-00 AM to 10-00 PM for movement of mazdoors from one water-logging pocket to another water-logging pockets.</p> <p>(v) One hired vehicle preferably Jeep/ Tata Sumo should also be kept at Borough office 6-00AM to 10-00PM for movement of Asst. Engr./SAEs posted at Bor. Office Control Room for supervision of skeleton gang and for other requirement as and when necessary. In case of hired vehicles run by diesel, normal rate as permissible in KMC including overtime will be given. Normally 5 liter diesel will be provided. In case of extraordinary movement during heavy shower, additional fuel will be issued on specific recommendation of Bor. Ex. Engr. with prior approval of DG (C).</p> <p>(vi) Bor. Ex. Engrs. I to XV, Zonal Dy. Ch. Engr. (Central & South), OSD and DG (C) may be allowed to use hired vehicles during Sundays, holidays and beyond office hours as and when required.</p>	<p>From 15.5.2010 to 8.11.2010</p> <p>From 1.6.2010 to 8.11.2010 (Br. - I to Br. - X)</p> <p>From 15.5.2010 to 8.11.2010 (Br. - XI to Br. XV)</p> <p>From 15.5.2010 to 8.11.2010</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>From 25.5.2010 to 8.11.2010</p>	<p>D. G. (Civil)</p> <p>Dy. C.E. (Central)</p> <p>C. E. (South)</p> <p>E. E., Br. - II</p> <p>E. E., Br. - III</p> <p>E. E., Br. - IV</p> <p>E. E., Br. - V</p> <p>E. E., Br. - VI</p> <p>E. E., Br. - VII</p> <p>E. E., Br. - VIII</p> <p>E. E., Br. - IX</p> <p>E. E., Br. - X</p> <p>E. E., Br. - XI</p> <p>E. E., Br. - XII</p> <p>E. E., Br. - XIII</p> <p>E. E., Br. - XIV</p> <p>E. E., Br. - XV</p>
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		<p>(vii) All the mazdoor, Sarkars including contractual mazdoors should attend water-logging pockets with proper dress and identity cards supplied from KMC with red flags and other necessary equipments.</p> <p>(viii) One dedicated mobile phone will be given to all Boroughs for operation and supervision of officials. The said mobile phone should be kept open round-the-clock with the official concerned posted at Borough Control Room. An amount to Rs.500/-will be reimbursed for each Borough for operation of the said mobile per month.</p> <p>(ix) Deployment of portable pumps – sufficient nos. of portable pumps will be deployed by Borough Executive Engineers according to need basis.</p> <p>(x) In case of heavy rain at night, Borough Ex. Engr. will arrange to keep the Borough Office open with required number of mazdoors, Sarkars and other overseeing supervisors according to need basis as and when desired by the Authority</p>	<p>- do -</p> <p>- do -</p> <p>From 25.5.2010 to 8.11.2010</p>	
6.	Roads Deptt.	<p>OSD (Roads) will keep necessary arrangements in case of urgent need for road repairing work.</p> <p>I. Mechanical Deptt. of Roads Deptt. will be ready to supply hot asphalt mixture as well as deployment of departmental gang; rollers and other machinery as and when required to meet the emergent situation.</p>	<p>From 15.5.2010 to 8.11.2010</p> <p>- do -</p>	<p>OSD (Roads)</p> <p>Ex. Engr. (Roads/N)</p> <p>Ex. Engr. (Roads/S)</p> <p>Dy. C. E. (Mech.) Roads</p>
7.	Building Deptt. (Demolishing of insecure building and negotiation of collapses)	<p>(i) On every working day from 10-00 PM to 6-00 AM in the next morning, there will be a team in the Control Room from the Building Deptt. with one Asst. Engineer, as head of the team, one Sub. Asst. Engr. in the team, 20 labourers in the gang along with a lorry and a mobile phone with the Asst. Engr. and the Sub. Asst. Engr.</p> <p>(ii) The same arrangements as above will be available in the Control Room on round-the-clock basis in three shifts on Sundays and holidays.</p>	<p>From 15.5.2010 to 8.11.2010</p> <p>- do -</p> <p>- do -</p>	<p>D. G. (Bldg.)</p> <p>D. G. (Bldg. - II)</p> <p>OSD</p> <p>OSD</p> <p>C. O. (Spl. Squad)</p>

		(iii) CME (SWM) will keep one pay-loader, two lorries, a team of mozdoors (headed by one Supervisor with a mobile phone) on every working day from 9-00 PM to 5-00 AM and the same drill will be there on Sundays and holidays throughout in the Control Room.		S.O. (Spl. Squad) S.O. (Spl. Squad)
8.	Health Deptt. (Ambulance Services, Disinfection & supply of medicine)	<p>I. Ambulance services will be made available round-the-clock from the under-mentioned Borough offices to carry casualties, if any, to the nearest hospital</p> <ul style="list-style-type: none"> ➤ 2 ambulances at headquarters; ➤ 1 ambulance at Bag Bazar ambulance service station; ➤ 1 ambulance at Manicktala ambulance service station in Bor.III; ➤ ambulance services at Bor.XI, XII and joint office of Bor.XIII & XIV near Siddheswari Kali Bari; ➤ at the Bor. XV office. <p>II. To meet the emergent situation during heavy shower, necessary disinfection works with bleaching powder will be undertaken jointly with the SWM Deptt. While the SWM Deptt. will look after disinfection of arterial roads, the KMC Health Deptt. will conduct disinfection in slums.</p> <p>III. Central Medical Store will remain open round-the-clock to meet the emergent situation.</p>	<p>From 15.5.2010 to 8.11.2010</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>C.M.H.O.</p> <p>Dy. C .M.H.O.</p>
9.	Water Supply Deptt. (Supply of drinking water and disinfection of tubewell and stand post.	<p>(i) Water tanker will be available on 24 x 7 basis from the office 6 Convent Road and Park Circus Booster Pumping Station</p> <p>(ii) In case of heavy shower during monsoon sufficient gang will be deployed for disinfection of the stand posts and tubewells at the water logging pockets.</p> <p>(iii) Maintenance gang will be available on 24 x 7 basis at 6 Convent Road.</p>	<p>From 15.5.2010 to 8.11.2010</p> <p>- do -</p> <p>- do -</p>	<p>D. G. (WS)</p> <p>Dy. C. E.</p> <p>Dy. C. E.</p> <p>S.A.E.</p> <p>Asst. Engr.</p> <p>Ex. Engr.</p>
10.	P & D Deptt. (JNNURM)	I. Engineers will be engaged to attend the water logging pockets at different working sites under JNNURM scheme as and when required except Rash Behari Avenue,	<p>From 15.5.2010 to 8.11.2010</p>	<p>Pr. C. E. (Civil)/ C.M.E. (P&D)</p> <p>Dy. C.E. (C)</p>

		<p>Hazra Road, Beadon Street and Canning Street Drainage Deptt. will look after the above stretches in case of water logging.</p> <p>II. All plugs made for de-silting and construction activities at different sites will be converted to iron sluice gates by 31.5.2010</p>		<p>Dy. C. E.</p> <p>Dy. C. E.</p> <p>Dy. C. E.</p>
11.	<p>Municipal Secretary's Deptt. (Manning of KMC Control Room)</p>	<p>(i) The Control Room will be manned at two levels :</p> <p>(a) at one level, as usual, there will be three shifts in the Control Room and in each shift there will be an Asst. Manager deployed by the Mpl. Secy. and the said Asst. Manager will be designated as O/C, Control Room. It will be the duty of O/C, Control Room to liaise with all other teams of different departments as mentioned above.</p> <p>(b) At another level, the SO (S&D) will keep at least one Ex. Engr. every night from 10-00 PM to 6-00 AM in Control Room. The said Ex. Engr. will leave the Control Room in the next morning immediately after reporting his reliever. On Sundays and holidays also he will keep the Ex. Engrs. in three shifts. On working days during the office hours he will keep at least one Asst. Engr./Sub Asst. Engr. in the Control Room.</p> <p>(c) As far as the general managerial staff in the Control Room is concerned, they will be doing all the duties relating to the Control Room. But the specific duty of alerting Drainage P.S. will lie specially with the officer of SO (TID). The Officer -in-Charge of the shift in Control Room will be at liberty to contact any Controlling Officer or any other officer or Borough Control Room as mentioned above, in tying-up the management of emergency and the controlling officer/other officers/ Borough Control Room will also be at liberty to use the Control Room for dispatch of messages.</p> <p>(ii) Municipal Secretary's Deptt. will ensure accessibility to the tarpaulins on round-the-clock basis.</p>	<p>From 15.5.2010 to 8.11.2010</p>	<p>Municipal Secretary</p> <p>Dy. Secy.</p> <p>S. O. (S&D)</p> <p>T. A. (Elec.)</p> <p>Telephone arrangement in the Control Room 2286-1212/ 2286-1313 (for outgoing) 2286-1414 (for incoming)</p>

Sd/-
(Arnab Roy)
Municipal Commissioner

N. B.

- (i) Separate approval should be obtained for additional mobile connectivity, Over Time Allowances/Holiday Allowances/other allowances, if admissible.
- (ii) This issues with the approval of Hon'ble Mayor.
- (iii) **KEIP WILL MAKE SEPARATE AND SIMULTANEOUS ARRANGEMENTS DURING THIS PERIOD AND A SEPARATE ORDER WILL BE ISSUED AS A SEQUEL TO THIS SHORTLY.**

Municipal Commissioner's Circular no.10 of 2010-2011 Date: 21.05 2010

Sub : Emergency arrangements on behalf of KEIP during the ensuing norwester/election/rainy season in the next few months of 2010.

In view of the forthcoming Nor'sesters and the monsoons and with regard to previous years' practices (with suitable changes mutatis mutandis), it has been decided that the following officers will be on call during this period from the KEIP's end specifically w.e.f. 15.05.2010 to enable the officials and members of staff of KEIP to handle the situation. A list of proposed deployment of portable pumps is also enclosed.

Project Director, KEIP

Director General (Project), CMU

Team Leader, DSC

KEIP S & D work in Br.	Contractor's Project Manager		Consultant's Senior Engineer & Engineer-in-Charge		KEIP / KMC Engineer-in-Charge	
	Name	Mobile	Name	Mobile	Name	Mobile
I						

KEIP S & D work in Br.	Contractor's Project Manager		Consultant's Senior Engineer & Engineer-in-Charge		KEIP / KMC Engineer-in-Charge	
	Name	Mobile	Name	Mobile	Name	Mobile
VII						
XII						
XIII						
XIV						
XV						

Pumping Stations in Br. Which has recently been taken over and worked upon						KMC, EE/Drainage in Charge
I						
VII						

KEIP S & D work in Br.	Contractor's Project Manager		Consultant's Senior Engineer & Engineer-in-Charge		KEIP / KMC Engineer-in-Charge		No. of Portable Pumps to be deployed
	Name	Mobile	Name	Mobile	Name	Mobile	
XI							
XII							
XIII							
XIV							
XV							

List of pumping stations which will be in operation after augmentation :

Borough - I : DUTTABAGAN, PS-1 RATAN BABU PS-2 DILARJUNG ROAD PS,
PS-3 – B.T. ROAD PS, BAGJOLA

Borough - VII : PS-4 (BEHING NEELACHAL HOUSING), CHINGRIHATA

Borough - XI : KAMDAHARI, LS1A, LS1B, LS2A, LS2B, LS5

Borough - XIII: SIRITILS3, LS1 BURO SHIBTALA, LS2 JAMES LONG, KEORAPUKUR MPS

Borough-XIV : NODE-C, JINJIRA BAZAR MPS

Borough-XV : TRENCH GROUND, DHANKETI.

Sd/-

Municipal Commissioner

Municipal Commissioner's Circular No. 48 of 2010-2011 Date: 06.01. 2011

In terms of the provision as laid down under Section 12 of the Kolkata Municipal Corporation Act 1980, the Mayor-in-Council has' decided in its meeting on 26.11.2010 to form the following Municipal Consultative Committees consisting of the elected Councillors of the Corporation as mentioned against each such committee below :

(Municipal Consultative Committee to Mayor)

Sl. No.	Name	Ward No.
I	Partho Roy Choudhury, Councillor	108
II	Mihir Kumar Saha, Councillor	24
III	Amiruddin (Bobby), , Councillor	54
IV	Partho Bose (Lallu), , Councillor	40
V	Sheila Kapoor, , Councillor	46

(Municipal Consultative Committee (Building))

Sl. No.	Name	Ward No.
I	Susanta Ghosh (Swarup), Councillor	107
II	Avijit Mukherjee, Councillor	130
III	Swasti Das, Councillor	76
IV	Chaitali Chattopadhyay, Councillor	90
V	Shamima Rehan Khan, Councillor	78

Municipal Consultative Committee (Education & Cultural Affairs)

Sl. No.	Name	Ward No.
I	Mamata Majumder, Councillor	89
II	Krishna Nandy, Councillor	72
III	Sanjoy Das, Councillor	103
IV	Prakash Upadhyay, Councillor,	29
V	Mousumi Ghosh, Councillor	36

Municipal Consultative Committee (SWM)

Sl. No.	Name	Ward No.
I	Sambhunath Kow, Councillor	58
II	Ashoka Mondal, Councillor	119
III	Sunita Jhavar, Councillor	42
IV	Shyamadas Roy, Councillor	127
V	Chandana Ghosh Dastidar, Councillor	110

Municipal Consultative Committee (Lighting)

Sl. No.	Name	Ward No.
I	Tarak Singh, Councillor	118
II	Soma Chakraborty, Councillor	122
III	Dr. Pranab Biswas, Councillor	74
IV	Rehana Khatun, Councillor	44
V	Md. Jasimuddin, Councillor	39

The manner of Transaction of Business of such Consultative Committees shall be such as may be specified by the Mayor-in-Council from time to time.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No 40 of 2010-11 of Date: 09.11.2010

Sub : Issues relating to monitoring and control of hired computer operators at KMC

For some times past, the above stated matter had been discussed at various levels of KMC. The matter gained momentum with the unilateral and arbitrary decision of M/s Prosoft Engineer, one of the agencies, providing hired computer operators, at KMC to disassociate themselves from the basic service of providing hired computer operators at KMC.

After threadbare discussions the following decisions have been arrived at :

- i) Since, M/s Prosoft Engineer by sending email etc had officially informed to disassociate themselves from the basic service 'of providing hired computer operators at

- KMC on and from 16/09/2010 their association with KMC would stand terminated on and from 16/09/2010.
- ii) The 03(three) existing outside agencies viz M/s Computech, M/s MBS India & M/s Telemac were asked to provide equal number of computer hired operators to KMC vice M/s Prosoft Engineer w.e.f. 16/09/10 under existing terms and conditions. They were informed about the number of operators each agency would provide.
 - iii) A 'central pool' will be created for this purpose under DMC (P) to control and monitor the entire matter. This 'central pool' so created will arrange to provide requisite number of hired computer operators to HODs on receipt of necessary requisition from them forwarded through the Controlling Officers. This 'central pool' will also process and pass bills relating to the hired computer operators as may be provided by the above stated 03 (three) agencies on receipt of necessary report(s) from the respective HODs. It is clarified that the HODs concerned will submit their requisitions to the central pool within seven working days from the issuance of this circular.
 - iv) DMC (P) is requested to arrange for creating such central pool under the control of one Dy. Personnel Officer.
 - v) Bills for September 2010 (from 17th onwards) and October 2010 would be submitted by agencies concerned to DMC(P). Personnel Department will process and arrange to pay the bills.

This is issued with the concurrence of Hon'ble Mayor.

Sd/-
(Arnab Roy)
Municipal Commissioner

Dated : 15. 11. 2010

CORRIGENDUM

Corrigendum to Circular No. 40/2010-11 of Municipal Commissioner dated 09-11-2010 on the issues relating to monitoring and control of hired computer operators at KMC.

- a) In Point No.2 of the above stated Circular, the 03 (three) existing outside agencies be read as M/s Computation, M/s Millennium Business Solutions India and M/s Telmac Engineering Enterprises.
- b) In the 4th line of Point No. 3, it may be read as Personnel Department will also process and pass bills relating to the hired computer operators as may be provided by the above stated 03 agencies on receipt of necessary reports from the respective HODs.....

This corrigendum may be noted.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 21 of 2010-11 Date: 02.08.2010

In terms of provisions under Section (5) read with Section-(19) of the Right to Information Act., 2005, Sri Amar Nath Mallick, WBCS(Exe), Jt Municipal Commissioner (Revenue) of the Kolkata Municipal Corporation is hereby designated as the Appellate Authority of the Kolkata Municipal Corporation under the provisions of the Right to Information Act, 2005.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 28 of 2010-2011. Dated : 17.8.2010.

Re : Drainage Development Fees.

Consequent upon the amendment of Section 393 in the Kolkata Municipal Corporation (Amendment) Act 2010 (West Beng. Act IV of 2010) and as per Gazette Notification No. 336/MA/O/C-4/1A-15/2009 dated 1.6.2010 of the Government of W.B., the K.M.C. shall impose Drainage Development Fees in connection according sanction to Building Plan as fixed in the current year's Budget Estimates 2010-11 and which shall be levied upon all the cases submitted u/s 393 of the K.M.C. Act, 1980.

This shall be applicable in terms of the above mentioned amendment in the K.M.C. Act with "Retrospective Effect" on and from 10/7/1999 till date for all erection of building sanctioned u/s 393 where Drainage Development Fees was not paid. The Drainage Development Fees will be charged as per rate of the year of corresponding sanction.

The Circular is issued on the authority of the approval accorded by the Corporation on 24/7/2010 (vide Agenda 2, Item No. 13).

All concerned are to act in terms of this Circular and Gazette Notification as mentioned above for realization of such fees.

Sd/-

(Arnab Roy)

Municipal Commissioner

Municipal Commissioner's Circular No.8 of 2010-II Date: 13.05.2010

Sub: Disbursement of NOAPS.

Distribution of allotted amount of pension to an existing beneficiary of National Old-age Pension Scheme is a routine official work.

Now a complaint has been referred to by The State Election Commission to the effect that in some places Ward Councillors are disbursing the pension amount and The State Election Commission has objected to this specially in view of imposition of Model Code of Conduct for forthcoming Corporation Election.

Hence all the Executive Engineers of the boroughs should ensure that the disbursement of pension be made from KMC office premises and by the KMC officials only, as per existing guidelines [enclosed].

Sd/-

(Arnab Roy)

Municipal Commissioner

Recorded note of the discussions held on 18.06.2008 at 5.00 p.m. in the chamber of MMIC (Bustee) regarding disbursement of old age pensions with special reference to Borough- V.

List of participants:

1. MMIC (Bustee)
2. Joint Municipal Commissioner (D)
3. Deputy Chief Engineer Headquarter (C)
4. Chief Manager (Social Sector)
5. Executive Engineer, Borough- V

Following modalities for the disbursement of old age pension shall be followed by the Borough Executive Engineer:

1. List of beneficiaries for old age pensions shall be issued by the Social Sector Department duly vetted by the Chief Manager, Social Sector.

2. Wardwise date of disbursement for old age pension may be decided in consultation with the Ward Councillors/Borough Chairperson.
3. The Assistant Secretary, organizer of the Borough and personnel from Social Sector of the Borough shall assist Executive Engineer for disbursement of old age pensions and keeping necessary records.
4. Pension shall be disbursed in presence of all the beneficiaries on the decided date and in presence of Councillor.
5. The beneficiaries will be identified by the Councillor.
6. The undisbursed amount be deposited to the bank account being maintained by the Borough Executive Engineer.
7. Another opportunity, however, be given to the beneficiaries for disbursement of the balance amount.
8. The balance undisbursed amount shall have to be returned to the Social Sector, KMC through an A/c. payee cheque along with the paid up sheet for adjustments.
9. The National Old Age Pensions scheme is a national programme and the disbursement of it is a joint responsibility of the borough officials and Social Sector Department.

Sd/-
MMIC (Bustee)

Municipal Commissioner's Circular No. 17 of 2010-2011 Date: 10.07. 2010

Sub : Distribution of Normal GR (Gratuitous Relief) among the indigent people of Kolkata Municipal Corporation area.

Govt. of West Bengal, in the Disaster Management Department, vide their No. 1119.FR15F .3/02 dated 24.06.2010, has sanctioned an allotment of Rs. 1 ,64,62,080/- (Rupees one crore sixty four lakh sixty two thousand eight only) for distribution of NGR in cash to 11432 nos. of indigent people in entire KMC area, for a period from April 2009 to March 2010.

The Target Groups for granting the NGR are as follows :

- a) Idiots and lunatics,
- b) Cripples,
- c) Blind persons,
- d) All persons who due to age or physical infirmity are incapable of earning their livelihood,
- e) All persons whose attendance on the sick or on infant children in their own house is absolutely necessary,
- f) Women of respectable birth who are debarred by their custom from appearing in public, but are in danger of starvation,
- g) Such other persons who cannot work and or cannot be provided with work.

The scale is fixed at Rs.120/- per head per month. The KMC has existing sanction units of 3475. The existing recipients should not be disturbed and they should continue to receive the GR. The ward-wise target for the beneficiaries of Normal GR is distributed as per enclosed sheet.

List of new recipients are required to be approved by Hon'ble Mayor. As such, the entire list of recipients of the cash GR identified by the Borough Exe. Engineers in consultation with concerned Councilors should be forwarded to Kolkata Municipal Corporation (Social Sector).

A list of recipients may be sent in a digitized mode as per following format:

- (1) Name of Ward
- (2) Name & address of recipient
- (3) Father's/Husband's name
- (4) Age
- (5) Remarks (type of beneficiary)

All Borough Executive Engineers should furnish bills and draw advance for distribution of cash NGR as per ward-wise quota of indigent people of Kolkata.

Distribution of cash NGR should be completed in the earliest possible time with intimation to the recipients before distribution. A copy of the programme fixing date of payment may be sent to the Director of Disaster Management, West Bengal, Tran Bhavan, 87A, S.N. Banerjee Road, Kolkata - 700 014 to enable the Disaster Management Deptt. to depute the Inspector concerned for rendering necessary assistance at the time of distribution of cash NGR. The undisbursed amount, if any, is to be deposited with the KMC Treasury against B.1. Code 9540/990. Adjustment bills along with Muster Rolls in duplicate may be furnished to the Dy. CMFA- VI Cell within a period of 45 days from the date of drawal of advance from Treasury after observing all normal formalities without fail. Instructions given earlier in F&A deptt's office order no. 1149 of 1999-2000 dt. 14.03.2000 should be strictly followed in the matter of advance adjustment. The top sheet of the Muster Roll should contain the following information :

Page No.	Number of Units	Cash distributed
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This may be treated as most urgent.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 19 of 2010-2011 Date : 30.07. 2010

Sub: Universal Health Insurance Scheme for BPL families within KMC area.

The Kolkata Municipal Corporation, in collaboration with National Insurance Co. Ltd. (NICL), a Government of India undertaking, has launched a scheme for Universal Health Insurance for BPL families within KMC area on 26.07.2010-in order to provide them medical support and safeguard.

The broad features of the scheme are as follows :

- a) Total sum insured for each family falling under BPL category is Rs. 30,000/- (Rupees Thirty thousand only) per annum.
- b) In a single event of illness, maximum amount of Rs. 15,000/- (Rupees fifteen thousand only) can be available on reimbursement.
- c) Reimbursement ceiling for normal delivery is Rs. 2,500/- (Rupees Two thousand five hundred only) and for caesarean delivery is Rs. 5,000/- (Rupees Five thousand only). Maternity benefit, is, however, available only once in a lifetime and will not be available in the first year of inclusion in the policy.
- d) Personal accident coverage is of Rs. 25,000/- (Rupees Twenty-five thousand only) for the earning head.
- e) Disability coverage for earning head/spouse for the period beyond 3 days' hospitalization is given @ Rs. 50/- (Rupees fifty only) per day subject to maximum of Rs. 750/- (Rupees Seven hundred fifty only) for 15 days.
- f) Cashless facilities will be available in the listed/network hospitals. A list of network hospitals in enclosed (omitted).

NICL / Third Party Administrator (TPA) concerned will provide Health Cards to all insured families.

A Help Desk has to be set up at every Borough to facilitate the receipt / disposal of claims as may be preferred by the BPL beneficiaries. Space will have to be provided at every Borough Office, preferably near the office of Ex. Health Officer concerned, for this purpose. The Borough Executive Engineer concerned shall take necessary action in this regard.

Proper dissemination of information and awareness generation about the benefits and procedure of availing such benefits should be made. An IEC leaflet detailing the features of the scheme is enclosed for this purpose.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 20 of 2010-2011 Date: 02.08.2010

Sub : Disbursement of Pension under IGNOAPS & Opening of Account thereof

The Indira Gandhi National Old Age Pension Scheme (IGNOAPS) is under implementation in KMC area. Under the scheme, all pension is to be disbursed through Bank Accounts / Post Office Accounts of the beneficiary concerned.

The Hon'ble High Court at Calcutta, vide its Solemn Order dated 23.07.2010 in W.P. No. 561. of 2010, has also directed the KMC not to disburse the amount of pension under NOAPS through officials of KMC by making payment in cash to senior citizens by obtaining their thumb impressions. The Hon'ble Court has instead advised the KMC to disburse the said amount through the mode of Bank Account, Post Office Savings Bank Account or by Money Order and not by cash.

Therefore, all the grants are to be disbursed through individual Savings Bank Account or Post Office Savings Bank Account, as the pensioners may opt for, with immediate effect. Henceforth there will be no cash disbursement. This has to be strictly complied with.

The Borough Executive Engineers are requested to obtain Savings Bank Account details for the existing Old Age Pensioners immediately in the annexed format. A list containing the names of existing beneficiaries, as available in our record, is enclosed for reference. The blank spaces may be filled in and sent to Chief Manager (Social Sector) within 15 days to enable us to give effect of pensionary benefits through Savings Bank Account or Post Office Savings Bank Account.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 22 of 2010-2011 Date: 02.08. 2010

Sub : Audit of Disbursement of Pension under NOAPS.

The Hon'ble High Court at Calcutta, vide its Solemn Order dated 23.07.2010 in the matter of W.P. No. 561 of 2010, has directed the KMC to get an audit conducted in respect of the amount disbursed by cash under the National Old Age Pension Scheme (NOAPS) and to preserve the record of disbursement of funds under the said Scheme.

Chief Municipal Auditor may please conduct an audit as per order of the Hon'ble High Court. The Borough Executive Engineers are requested to extend all cooperation to the Internal Audit Department / Audit Team in this respect. Chief Manager (Social Sector) shall also provide all necessary records to Chief Municipal Auditor in this respect.

They are also advised to properly maintain and preserve all relevant records of disbursement of funds under NOAPS.

Chief Manager (Social Sector) will also oversee the preservation of records regarding disbursement of funds and certify the same.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 12 of 2010-11 Date: 22.06.2010

Sub: Submission of annual requisition to Supply Department.

It is hereby notified for information of all concerned that the funds allotted under object code '500' under different subject codes of the budget estimates adopted for the fifteen boroughs of the KMC for the year 2010-2011 will be under the control of the CS&P. All Borough Executive Engineers in order to draw store materials from Supply Department will send annual requisition to Supply Department in 'consultation with the Controlling Officers of the respective departments.

Sd/-

(Arnab Roy)

Municipal Commissioner

Municipal Commissioner's Circular No. 14 of 2010-2011 Date: 07.07. 2010

This is circulated for information of all concerned that the meetings of the Tender Committee and the Works Committee of the Kolkata Municipal Corporation will henceforth be presided over by the Municipal Commissioner until any other person is nominated to be the Chairman of the two committees

This circular is issued with approval of the Hon'ble Mayor.

Sd/-

(Arnab Roy)

Municipal Commissioner

Municipal Commissioner's Circular No. 23 of 2010-11 Date: 05.08.2010

Sub : Discontinuation of issuance of Demand Notice for payment of outstanding water tax by the Revenue Department, KMC.

All concerned are aware of the fact that collection of water tax had been discontinued from the Financial Year 2004-05. However, the outstanding water tax upto the Financial Year 2003-04 was being collected by the Revenue Officer of the Revenue Department of KMC after sending due Demand Notices.

Now, pursuant to the order of Hon'ble Mayor dated 09-07-2010, it has been decided that henceforth the Revenue Officer of the Revenue Department of KMC will neither issue any Demand Notice for payment of outstanding water tax upto the Financial Year 2003-04 nor will collect the same from the ratepayers.

The department concerned will, also, not make any further entry in the books of records for such outstanding water tax.

Personnel Department, KMC will also explore the possibilities of posting of the staff of the Revenue Department engaged in this activity to other suitable departments.

Sd/-

(Arnab Roy)

Municipal Commissioner

Chief Manager (Rev.)'s Office Order No. 04 of 2010-11 Date : 10. 11. 2010.

Sub : Guideline to deal with the cases of buildings / premises where the assesses have inducted tenant(s) at any point of time, but could not be ascertained specifically at a later date.

For sometime past, Assessment-Collection Department of KMC was trying to streamline the point mentioned in the captioned subject. During assessment of properties specially flats/premises

at the units (more specifically at Jadavpur Unit), Assessor-Collectors were facing the problem as to the mode of assessment to be considered for such type of cases.

collected by the Revenue Officer of the Revenue Department of KMC after sending due Demand Notices.

After threadbare discussion on the subject above, Municipal Commissioner vide his order dated 02.11.2010 was placed to affirm that if the assesses concerned give written undertaking in Non-Judicial Stamp Paper worth Rs.50.00 (Rupees Fifty only) indemnifying KMC (on production of Indemnity Bond) that for such specific period, the tenant was there, but left after such & such date, the Department would give cognizance of such undertaking and would process the necessary file accordingly based upon such undertaking.

This will, however, not be a constraaining factor for asking for submission of A-75 Forms from the assesses as per normal rules & procedures of KMC and to process the cases following the said existing procedures.\

Sd/-
Chief Manager (Revenue)

BUILDING DEPARTMENT

Office Circular No- 17 of 2010-2011 Date: 06.09.2010

In view of the promulgation of certain change in wards within the limit of Br. VIII, Br. IX, Br. XI & XII, XIII & XIV in terms of the Circular already issued by the Municipal Commissioner the following order is hereby passed for smooth functioning of the office and to avoid further complication in dealing with different plan cases and unauthorised cases :-

1. All the demolition cases, for which action was taken in the old wards, distribution of works should be dealt by the borough under which the erstwhile borough, before such change of ward and borough took place, as re-organized, should be dealt and disposed of. This shall also include the notice case .or cases for the hearing which is under process or show cause notices, already issued under Section 400(1) or Section 416 of the KMC Act, 1980 or any other provisions including order of any court of Law.
2. The cases where such process was not done shall have to be transferred to the new ward under which the borough is located for taking onward action.
3. Needless to mention, apart from all the cases, where new complaints is received earlier but kept pending without any notice is served, should be sent to the newly located wards and boroughs.
4. In case of dealing all the existing plan cases which was dealt after verification and scrutiny and accepted by the Computer System shall be dealt by the old wards to avoid further complication. However any plan cases, which was submitted and not been accepted by the Computer shall have to be forwarded to the new ward under the new borough.

All are to act accordingly as per the procedure laid down above to void any further complicacy in future.

This office order is circulated and all the concerned are requested to take note of it and act accordingly with immediate effect.

Sd/-
Director General (Building)

Office Circular No.22.Of 2010-2011 Date: 27.09.2010

Re: Permission for erection of Mobile Towers

This is circulated for all concerned that the permission for setting lip of 'Mobile Towers' and

other ancillary structures on the roof or open terrace at any level of a building or structure related to such tower are only to be given as per the guidelines given below:-

- i) In case of new installation, permission shall be granted to the "Owners" on production of Tax Bill/Ownership Proof/Sanction Plan and "Agreement" with Service Providers, In case of multiple ownership, Agreement/N.O.C. from each owner/occupier is to be submitted.
- ii) The applicant has to produce the "No Objection Certificate" issued by West Bengal Pollution Control Board while applying for such Clearance/Permission.
- iii) All proposals should be accompanied with "Structure Stability Certificate" for feasibility of carrying the load of such installation on the existing building certifying to be safe in all respect along with location drawing and structural drawing.
- iv) In case of Post Facto regularization for erection of such Tower, the same principle may be followed.
- v) In calculating charges for such permission, the prescribed rate shall be followed for all such cases, as laid in the current Budget Schedule of K.M.C.
- vi) This Circular is issued by superseding all other previous Circulars/Guidelines/Orders, issued earlier in this regard.

This Circular is issued as per approval of Municipal Commissioner and Hon'ble Mayor and should be followed strictly with immediate effect.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO 27 OF 2010-2011 Date: 2.12. 2010.

In recent past it is a practice that all the plans, required to be kept in the computer disc for preservation through a system so that any further reference, if required in future, can be taken out through the Computer Print Out of the same.

Usually this is done through scanning by the department of all the plans after sanctioning or after issuance of the "Building Permit", Deviation Sketch plan and Completion Plan by the department. Sometimes, it is causing a longer process to deliver such plans to the concerned parties and to avoid such delay it is decided by the Authority that from 1.11.11 onwards all the projects specially for the plan cases shall have to submit a soft copy of C.D. which may be preserved by the System Manager after uploading the contents of the same.

This shall include all the plans, elevation section which was finally submitted after free from all corrections, to be delivered to the party.

However the system of submission and delivering of D-Sketch Plan may be allowed to be continued as per the usual practice and no C.D. is required for that.

In case of large projects where regularisation has been done as an addition/alteration to the original sanctioned plan, the party has to produce the C.D. which shall be incorporated and to be kept in the System along with the original sanctioned plan so that both can be linked up together for future reference.

This shall come into effect from 1st January, 2011 and shall be complied strictly. This is applicable for all plan cases whether done previously or not.

Sd/-
Director General (Building)

Office Circular No. 28 of 2010-2011 Date: 24.12.2010

It has been reported by different Borough Executive Engineers, LBS Association and the Institute of Architects on many occasions over a considerable period of time that as per stipulation of building bye-laws there are certain requirements for submission of "Blue Prints" of the drawing specially for the completion drawing as well as other records which is very much necessary and to be kept for a longer period time for office purposes.

At present the technology of blue print is becoming out-dated over the time and in recent past the availability of blue print has become nil as most of the establishments who generally used to produce such prints have closed their machinery and most of the authorities are accepting hard copy of drawings and more specifically the "Computer Print Out" of different sizes of drawings.

The matter has been discussed in detail with Mpl. Commissioner and it is hereby circulated to all concerned that, henceforth, computer print outs as and where it would be required under the "Building Rules", may be allowed to be accepted while dealing the case or cases under Building Department of specific size as stipulated in the building rules, such as A0, A1, A2, A3 etc.

This order shall come into effect immediately and all computer print outs shall be submitted on white paper and all drawings should be submitted with black coloured thick line to demarcate various structure with the filled in colour as specified in the Rule, such as, yellow, green, red etc.

In a nutshell the department may accept any plan related to "Completion Drawing" or issuance of any "Building Permit" through computer print outs as specified here-in-above. The quality of the paper should be sufficient enough to preserve all such drawings in future and all the stamping should be done as per usual practice on the white print out in place of blue prints, as it was practiced earlier.

This shall come into force with immediate effect and all concerned are requested to act accordingly.

Sd/-
Director General (Building)

Office order no. 5 of 2010-2011 Date: 26.07. 2010

It has been felt for quite sometime there are a number of cases at different court of law even in the Hon'ble High Court where a number of Writ Petition are moved without the knowledge of this department as a result of which sometimes The Kolkata Municipal Corporation has faced lot of difficulties which leads to ultimately adverse orders against this authority sometime even leading to 'contempt of court'.

In order to streamline the issue, a matter was discussed with Legal Advisor along with the other department officials of Law Department and it was unanimously decided a Special Cell / Special Office would be created consisting of one Assistant Engineer specially to deal with all the court matters and communicate such orders and writ petition to the various Boroughs as well as to the Central Municipal Office at proper time so that the order of different court of law are persuaded in proper time. Hence, the following officials are hereby nominated to form such Special Cell who shall keep liaising with Officers including Head Office as the case may be to pursue the cases with interacting with the Law Department.

The following persons shall be in-charge of the Cell In addition to their normal work chedule:

- 1) Assistant Engineer now in B.T. Cell shall function as Nodal Officer and
- 2) Administrative Officer shall be working in consultation with Shri Partha Nath Sen to deal such matters.
- 3) The other staff attached to B.T. Cell shall function as their staff for official work in this regard.

Sd/-
Director General (Building) - II

Office Order No 6 of 2010-2011 Date: 17.08. 2010

It has been noticed that in a number of 'Court Cases', the department could not take action due to 'non-availability' of the Writ Petition or 'late-availability' of the Writ Petition from the concerned Petitioner and internal office of KMC.

Hence, this has been felt a serious 'lacuna' in dealing with the 'Court Cases' and sometimes, due to the absence of the instructions either from the department or from the concerned officer of KMC, 'Ex-party's order' is passed which leads to a 'precarious condition' which leads to "Contempt of Court" causing personal harassment as well as financial loss.

In Order to mitigate the above emerging situation, a separate 'Legal Cell' has already been formed headed by AE, (C) which is already circulated.

Hence, it is directed to all concerned that all the files relating to Court matters, specially the dictated order by different Court of Law, should be dealt with 'prior importance' by the Legal Cell and shall be despatched immediately through the concerned Borough Office, specially the offices of Building Department laying outside with an information to collect the said orders from CMO / Legal Cell immediately so that the same can be addressed in proper time to avoid further 'humiliation' of the Authority.

Hence all category of staff including the office staff in the 'Receiving Section as well as in the 'Borough , specially the Executive Engineers and, the Administrative Officers are hereby requested to take care of the said situation and a separate 'Register' to be maintained for onward forwarding of cases through the 'Legal Cell' already created. In case of any emergency, the matter should be brought to the notice of concerned O.S.Ds with reference to the undersigned for perusal of Higher Authority.

This order has to be 'strictly' followed and in case of any 'non-compliance' of this order or 'dereliction of duty' is found, the matter shall be taken very seriously against the employee concerned.

Sd/-

Director General (Building) II

OFFICE ORDER NO 7 OF 2010-2011 Date: 16.09. 2010

It has been observed in some Plan Cases where building construction has already been done as per plan sanctioned under Building Rule 1990 in terms of the sanctioned Building Permit Issued by this department people are .applying for 'Addition / Alteration' under Rule 82 of KMC Building Rules 2009.

Rule 82 clearly states that if the building is constructed as per the old Rule 82(VI), such addition alteration on of the building is permitted only after this building is completed.

However, for all practical purposes, any structure which is completed without the finishing work may be taken into granted as a completed building and necessary application may be entertained for 'Additions / Alterations' on such proposals under Rule 82.

In dealing of such cases sometimes it has been found that the 'existing areas' for which F.A.R have not been calculated, are omitted while calculating FAR as per Building Rule 2009 for such additions/alterations.

In a nutshell calculation of F. A.R should not be done by omitting the area which was earlier considered under F.A R i.e which was included as per Rule 61 of the earlier Building Rule. Such area which was already been constructed under the old Rule as per Sanctioned Plan granted, shall not be reconsidered for omission if such proposal for addition/ alteration is proposed over existing building under current Rule.

For further clarification of such cases, any area such as Lift Lobby, Staircases etc which are now not considered under F.A.R., cannot be omitted when a building has already been constructed under old Rule, to be re-compensated for creating additional F.A.R. while such addition /alteration is proposed. This shall also include the excess area which is now enjoyed by the proposal for car parking spaces also located at different level of the earlier plan.

It is further clarified, if Building Plan 19 sanctioned and party supersedes such plan and construction was not made, a fresh plan may be submitted under section 393 read with current rule (Building Rule 2009) and such cases shall be entertained in calculating F.A.R and upon spaces under new Building Rule. Summarily, it may be said that sanction and exemption of F.A.R and open spaces shall only be allowed in case of proposal and not on the basis of existing construction already been done prior to commencement of the current Building Rule.

In case of buildings, which were partially constructed as per old Rule but party wants to supersede the earlier plan, may be allowed subject to compliance of all open space requirement and F A R as per the present Rule, when such area is yet to be constructed (proposal only).

It is further clarified for general information, if such buildings were sanctioned under tire previous Rule/s but does not infringe any irrelaxable Building Rule 2009 (as far as the open space and setbacks are concerned) may be allowed to be constructed during the pendency of such superseding proposal.

This has already been discussed in the appropriate Forum and this guideline should strictly be complied with, with immediate effect.

However, the cases where such addition / alteration was already granted by this department prior to issue of this guideline, a list should be prepared for the same and sent to this authority for the perusal of Higher Authority in this regard without stopping the ongoing construction whatsoever.

Sd/-
Director General (Building)

OFFICE ORDER NO 8 OF 2010-2011 Date: 01.10. 2010

As per the current practice, the plan cases, which arc affected by the near vicinity of land within 500 Mtr. from the approach road of any fly-over or bridge, attracts Section 406(3) of the K.M.C. Act, 1980. However, as per general practice these cases are usually sent to Mpl Commissioner for placing the same before M.I.C. meeting and M.I.C. prescribes certain charges in addition to the normal sanction fees.

In order to make it simplified it may be stated that all the cases, which attracts provision of Section 406(3) of the KMC Act, 1980 are, henceforth, be placed before the Mpl. Commissioner through proper channel and no other additional fees shall be imposed unless being ordered by Mpl. Commissioner specifically, in any case.

Care should be taken for identifying such projects which attracts the said provision of the Act. Sometimes, it is found that the formal approach road located in' the bye-lane far from the said approach road where no direct traffic problem is created, such cases should not be retained. However, in case of large projects having land area of above 500 Sqm. or more (Residential or other usages), where there is a possibility of additional traffic congestion, the matter should specifically be mentioned along with location plan of the said projects before sending it to Mpl. Commissioner for necessary approval.

This order has been issued as per approval of the Mpl. Commissioner and should be strictly followed.

Sd/-
Director General (Building)

OFFICE ORDER NO. 20 OF 2010-2011 Date: 04.01.2010

It is hereby circulated to a11 concerned that henceforth, all the "Building Plan Proposals" residential buildings, having land area up to 250 Sqm., located at the junction of two streets, width one of the streets is more than 9.0 Mtr. shall not be forwarded to the "Municipal Building Committee", and shall be dealt departmentally.

However, such buildings should only be referred to the concerned Executive Engineer, D: Ch. Engineer and D.G. (Bldg.), If any other relaxation is sought for. In all cases, corner splayin should only be 1.2 mtr. X 1.2 mtr. (Minimum) on all sides, if it is situated at more than one junction However, in case of non-residential buildings, the practice of placing it before the Municipal Building Committee shall be continued.

This has been circulated as per resolution, taken in the "Municipal Building Committee' meeting dt. 10.11.2010 vide Item No. Out 08/10-11, duly approved by Hon'ble Mayor and should be followed strictly with immediate effect.

Sd/-
Director General (Building)

Corrigendum to Office Order No 21 Of 2010-2011 Date: 12.01. 2011

It is hereby circulated to all- concerned that henceforth all the “Building Plan Proposals” of residential buildings, having land area up to 250 Sqm., located at the junction of two streets, width of-one of the streets is more than 9.0 Mtr. and where the height of the building is not exceeding 12.5 m., shall not be forwarded to the “Municipal Building Committee”, and shall be dealt departmentally.

However, such buildings should only be referred to the concerned Executive Engineer, Dy. Ch. Engineer and D.G. (Bldg.). if any other relaxation is sought for. In all cases, corner splaying should only be 1.2 mtr. x 1.2 mtr. (Minimum) on all sides, if it is situated at more than one junction. However, in case of non-residential buildings the practice of placing it before the Municipal Building Committee shall be continued.

This has been circulated as per resolution, taken in the “Municipal Building Committee” meeting dt. 10.11.2010 vide Item No. Out 08/10-11, duly approved by Hon’ble Mayor and should be followed strictly with immediate effect.

Sd/-

Director General (Building)

OFFICE ORDER NO. 27 OF 2010-2011 DATE: 27.03.2011.

It has been found in recent past that offices of the Building Department in different boroughs have been accepting the plans without any official records of the actual submission of the plans & documents, which are sent directly to the concerned S.A.E.

In order to mitigate this problem, it is hereby circulated to all concerned that henceforth the following procedure shall be followed. Every Borough of Building Department shall accept plans through the Office only and the concerned Architect/L.B.S. shall submit such forms along with a “Scrutiny Cell Form” and “An Application” as per Annexure I & II, circulated with this office order.

- I) Such application, once being scrutinized by the office, shall issue the duplicate copy of the Scrutiny Form to the Architect/L.B.S. or the applicant after giving an official seal on it with a Cell Case No. according to its date of submission and shall maintain a register accordingly.
- II) Such application shall be forwarded to the concerned S.A.E. directly within two working days from the date of deposit of the plan in the “Scrutiny Cell”, maintained by the office. A Movement Register has to be maintained while dealing of such plan cases which should be kept from the date of 1st Submission of such plan in the Office.
- III) The concerned S.A.E., in consultation with A.E. or E.E. as the case may be, shall prepare an observation note and requisition memo has to be issued in case there is any shortcoming of documents in the submitted plan within seven days and inform it to the Applicant/ Arch. / L.B.S. If the said shortcomings are not complied with within a month, necessary refusal memo may be issued under the provision of this rule with immediate effect after expiry of stipulated period of one month (30 days).

All boroughs should give a report and the same shall be forwarded to the concerned Dy. Ch. Engineer (B) fortnightly. Concerned Dy. Ch. Engineer are hereby directed to visit the office at least once in 15 days depending upon their work-load of the particular borough as may deem fit to check the progress of dealing with plan cases. A detail report has to be sent to D.G. (Bldg.) at the end of the month and same also be placed before the Municipal Commissioner and shall be discussed in the monthly interactive meeting of the department.

The above order has been issued with the concurrence of Municipal Commissioner and shall be strictly followed.

Sd/-

Director General (Bldg.)

SCRUTINY CELL FORM

(TO BE SUBMITTED IN DUPLICATE)

NAME OF APPLICANT _____

PREMISES NO. _____

WARD NO. _____ BOROUGH NO. _____

(W) Occupancy or Use Group

(i) Residential

(a) Single Tenament :

Area ____ (Sqm.)

(b) Multiple Tenament

Area ____ (Sqm.)

Total = _____

(ii) Other uses :

Type	Area	% Coverage	Proposed	Permissible	Remarks
a) Educational					
b) Institutional					
c) Assembly					
d) Mercantile(Retail)					
e) Storage					
f) Industrial					
g) Business					
h) Any other use					

20. Proof of record of Rights

(Parcha) / Partition / Exchange / Will (duly probated) / other documents and mutation certificate issued by KMC) :

Please give particulars

21. (a) In case where applicant is Govt. body or KIT, KMDA etc. to whom the land was given by LA Collector :

Please give allotment and possession letter along with site plan, land arfe and boundary.

22. Proof of boundary through

- a) Deed Plan : Yes/No
 b) Registered boundary declaration : Yes/No
 c) Assessment Report (Assessment Book Copy) : Yes/No

23. Gift of land to the KMC by throwing of land to common passage / KMC Road : Yes/No
(for widening of road / splaying of corner)

24. In support of our application we are enclosing herewith following documents:-

Premises No. _____

Name of Owner _____

Name of Architect / L.B.S. _____

Name of E.S.E. with proper Colouring _____

Name of E. S. E. with proper Colouring _____

	Description	Submitted			Reference	Date
		Yes with details	No	NA		
i)	Three sets of plan					
ii)	Application form / notice					
iii)	a. Current paid up Tax Receipt					
	b. Assessment Book Copy					
iv)	Tax Clearance Certificate					
v)	Observation from KIT					
vi)	Observation from Chief Valuer and Surveyors Dept. KMC					
vii)	Clearance Certificate / application copy from ULC Dept.					
viii)	Observation of WBFS Dept.					
ix)	Indemnity Bond					
x)	Copy of Deed and plan					
xi)	Registered boundary declaration					
xii)	Registered deed of gift / certified copy with original registration receipt, gift of land for splayed portion as required under section 405					
xiii)	Registered declaration of throwing in case of side and back strip of land (but in case of front strip of land registered deed of gift only)					
xiv)	Registered undertaking for common passage under section 364/365 with original receipt of registration					
xv)	Registered declaration for transfer of land due to alignment in force.					
xvi)	Registered Power of Attorney					
xvii)	Appeal for Conditional Section					
xviii)	Legality of existing structure					
xix)	FAR Calculation Sheet					
xx)	Soil Investigation Report (May be submitted)					
xxi)	Structural Design Calculation					
xxii)	General Undertaking					

Signature of Architect / L.B.S.

Signature of Applicant
Signature of Receiving Officer
(Date with Departmental Seal)

ANNEXURE - II
FORMAT OF THE APPLICATION

To
The Executive Engineer
Borough No.
The Kolkata Municipal Corporation

Sir,

Re: Premises No. _____, Wd. _____ Br. _____

We do hereby intend to submit Plan Proposal under Section 393/394 of the K.M.C. Act, 1980, read with Bldg. Rules, 2009. We, being the Legal Applicant for the above Plan Case, are hereby submitting Proposals along with Scrutiny Cell Form, prescribed in this behalf, duly filled up in Duplicate for your consideration.

We, hereby, undertake that any shortcomings of documents and plans for processing of the case shall be complied with within 30(thirty) days (Maximum) from the date of Departmental requisition sent / informed to us.

Thanking you,

Yours truly,
Signature of the Applicant
With detail address, Telephone No.
& Mobile No.

Signature of Architect/L.B.S.
With Address & Telephone No.

Address for Communication :
(If different)

EDUCATION DEPARTMENT

Office Order No. 2 of 2010-11 date: 13.04.2010

Sub: To shift KMCP School (Day session) into Morning session due to excessive heat.

It has been noted that due to excessive heat all DPSC (District Primary School Council) Schools will change their time to Morning session. The day session of KMCP Schools will also be shifted to Morning session. The Day session will also be merged for the time being due to excessive heat.

All Head Teachers / Teacher-in-charges may be requested to take all Day classes in Morning session so that student do not fall sick.

Sd/-
Chief Manager (Education / SS)

Office Order No. 04 of 2010-11

List of Holidays to be observed in Primary School under Kolkata Municipal Corporation
for the year 2010-11

Sl. No.	Occasions	Dates		Medium Wise to be observed		
				Bengali	Hindi	Urdu
1	May day	01.05.2010		1	1	1
2	Birthday of R. N. Tagore	09.05.2010	Sunday	×	×	×
3	Summer Vacation	24.05.2010 to 19.06.2010	Monday to Saturday (Except Sunday)	24	24	24
4	Buddha Purnima	27.05.2010	Saturday	Fall on Vacation	Fall on Vacation	×
5	Sabe Miraj	10.07.2010	Saturday	×	×	1
6	Ratha Jatra	13.07.2010	Tuesday	1	×	×
7	Shabe Barat	29.07.2010	Thursday	×	×	1
8	Birthday of A.P.C. Roy	02.08.2010	Monday	To be observed in schools		
9	Sahid Dibas	11.08.2010	Wednesday	To be observed in schools		
10	Independence day	15.08.2010	Sunday	×	×	×
11	Rakhi Purnima	24.08.2010	Tuesday	1	1	×
12	Ramjan Holidays	01.09.2010 to 10.09.2010	Wednesday to Friday	×	×	09
13	Janmastami	01.09.2010	Wednesday	1	1	×
14	Teachers day	05.09.2010	Sunday	To be observed in schools		
15	Idd-Ul-Fitre	11.09.2010 to 13.09.2010	Saturday to Monday	1 (11.09.2010)	1 (11.09.2010)	2
16	Ganesh Chaturthi	12.09.2010	Sunday	×	×	×
17	Biswakarma Puja	17.09.2010	Friday	1	×	×
18	Gandhi Birthday	02.10.2010	Saturday	1	1	1
19	Mahalaya	07.10.2010	Thursday	1	1	1
20	Puja Vacation	13.10.2010 to 26.10.2010	Wednesday to Tuesday	12 (Except Sunday)	12	9 + 1 (10 days) (upto 23.10.10) (Saturday)

Sl. No.	Occasions	Dates		Medium Wise to be observed		
				Bengali	Hindi	Urdu
21	Kali Puja	05.11.2010 to 06.11.2010	Friday to Saturday	2	2	1 (05.11.2010)
22	Bhatri Dwitiya	07.11.2010	Sunday	×	×	×
23	Chhat Puja	11.11.2010 to 13.11.2010	Thursday to Saturday	×	3	×
24	Jagadhatri Puja	15.11.2010	Monday	1	×	×
25	Idd-Uz-Zoha	17.11.2010 to 19.11.2010	Wednesday to Friday	1	1	3
26	Birthday of Gurunanak	21.11.2010	Sunday	×	×	×
27	Moharram	16.12.2010 to 17.12.2010	Thursday to Friday	1 (17.12.2010)	1 (17.12.2010)	2
28	Chirstman Holidays	25.12.2010 to 31.12.2010	Saturday to Friday (Except Sunday)	6	6	1 (25.12.2010)
29	New Years' Day (English)	01.01.2011	Saturday	1	1	1
30	Pous Sankranti	15.01.2011	Saturday	1	1	×
31	Netaji's Birthday	23.01.2011	Sunday	×	×	×
32	Republic Day	26.01.2011	Wednesday	1	1	1
33	Akhery Chachar Sumba	02.02.2011	Wednesday	×	×	1
34	Saraswati Puja	08.02.2011 to 09.02.2011	Tuesday to Wednesday	2	2	1 (08.02.2011)
35	Fatheha Doaz Daham	16.02.2011	Wednesday	1	1	1
36	Shiba Ratri	02.03.2011	Wednesday	1	1	×
37	Fathe ha Yeaz Daham	17.03.2011	Thursday	×	×	1
38	Dol Yatra	19.03.2011 to 20.03.2011	Saturday to Sunday	1	1	1
39	Ram Nabami	12.04.2011	Tuesday	1	1	1

40	Bengali New Years' day	15.04.2011	Thursday	1	1	1
				65	65	65

This list has got the approval of Joint Municipal Commissioner (Development) dated 05.04.2010 and Member, Mayor-in-Council (Education) dated 12.04.2010.

Sd/-
Chief Manager (EDN/SS)

Note : List of Holidays may be modified as per direction of Govt. of West Bengal.

OFFICE ORDER NO. 15 OF 2010-11 DATE: 14.05.2010

Sub: Direction of the Hon'ble Supreme Court of India in Writ petition (Civil) 483 of 2004 between Avinash Mehrotra Vs Union Bank of India and others

The Head Teacher / Teacher-in-Charge of KMCP Schools and Sahayikas of SSK may be requested to strictly follow the directive issued by the Hon'ble Supreme Court during the course of Mid-day- Meal. Those are reproduced below:-

In view of what happened in Lord Krishna Mission School in District Kumbakonam where 93 children were burnt alive and several similar incidences to direct that safety measures as prescribed by the National Building Code of India, 2005 be implemented by all Government and private schools functioning in our country.

We direct that :-

- i. Before granting recognition or affiliation, the concerned State Governments and Union Territories are directed to ensure that the buildings are safe and secured from every angle and they are constructed as per safety norms incorporated in the National Building Code of India.
- ii. All existing government and private schools shall install fire extinguishing equipments within the period of six months.
- iii. The school buildings be kept free from inflammable and toxic materials. If storage is inevitable, they should be stored safely.
- iv. Evaluation of structural aspect of the school may be carried out periodically. We direct that the concerned engineers and officials must strictly follow the National Building Code. The safety certificate be issued only after proper inspection. Dereliction in duty must attract immediate disciplinary action against the concerned officials.
- v. Necessary training be imparted to the staff and other officials of the school to use the fire extinguishing equipments.
- vi. The (Education Secretaries of each State and Union Territories) are directed to file an affidavit of this order within one month after installation of fire extinguishing equipments.

Sd/-
Chief Manager (EDN/SS)

OFFICE ORDER NO. 16 OF 2010-11 DATE: 17.05.2010

Sub: Shifting of Day Session of KMCP School in the Morning Session jointly for excessive heat.

It is noted that the Education Department of State Government directed to shift Day Session School to Morning Session due to excessive heat.

It is reported by the teacher that KMCP School students come from local area and they are very much interested to take lesson in the school. The Secretary, Govt. of West Bengal school directed to impart classes in the Morning Session due to excessive heat and humidity. The teachers

of the KMCP School informed that due to want of sufficient space, it is hardly any scope to shift the school in Morning Session. The MDM in the usual time cannot be served schedule wise due to effect of changes as well as physical/environmental disadvantage to run the KMCP School smoothly.

It is directed that the school where there is ample scope to organize in Morning Session along with Day Session jointly, in those cases school will be shifted and MDM will be arranged accordingly.

Those school where there is not possible to accommodate the students in Morning/Day Session jointly, those cases the schools may not be shifted in Morning. All those cases Head Teacher/Teacher-in-Charge will ensure that students do not fall ill due to excessive heat.

Approval of Jt. Municipal Commissioner (Dev) is granted.

Sd/-
Chief Manager (Edn/SS)

OFFICE ORDER NO. 17 OF 2010-11 DATE: 17.05.2010

Ref No. 187 (80) – SSE/10

Sub: Requisition of service of Non-teaching employees of educational institutions, utilization of premises of schools and furniture therein etc. for the purpose of conduct of Municipal Corporation General Elections KMC Municipalities to be held on 30th May, 2010.

It may kindly be noted that Municipal Commissioner is pleased to pass an order to all Concerned Official/Personnel of KMCP School, Education Department related to School Building which will be provided by the Election Commissioner for accommodation to the Polling Personnel, outside officers and Forces during the ensuing general Election, 2010 accordingly. (Election of KMC area).

Following instruction are issued for compliance by all concerned.

- i) Services of non-teaching employees of educational institutions can be utilized by the District Magistrate and District Municipal Election Officer concerned, if required;
- ii) The premises of schools in the aforesaid Municipal areas as may be required by the Returning Officer can be used for polling and other allied election purposes and;
- iii) Furniture in those premises as may be required, with the facility of power, drinking water supply and use of public convenience, may be made available in the said premises in connection with election.

All Head Teacher/ Teacher-in-Charge/HT are requested to strictly follow the order of Municipal Commissioner as above.

Sd/-
CHIEF MANAGER (EDN/SS)

OFFICE ORDER NO. 21 OF 2010-11 DATE: 26-05-2010

Sub : Modus Operandi of Rice Store Rood occupied for keeping Rice stock lifted from FCI Godown and stored to KMCP School (1) KMCP, Nepal Bhattacharya (2) KMCP school at Debi Chowdhury Road, (3) KMCP school at Ahiri Pukur Road.

For conducting Mid day Meal to the Kolkata Municipal Corporation Primary School and SSKs we allotted rooms in KMCP School at Nepal Bhattacharjee, Debi Chowdhury Road and KMCP Ahiri Pukur Road.

One provided for storing Rice Stock initially by M/s Aswini Kumar Dhachalia, Sandhana Road, Kalighat, Kolkata.

It is seen from the Records that though the quantities lifted for MDM from FCI are stored in these selected store as mentioned above. The quantities thus lifted from FCI are recorded in these store and Supervisor shall record the quantity of Rice in Final Stock book. But, these stock where it

is stored are not acknowledged at the pointing of storing. The Head Teacher/ Teacher-in-Charge will, henceforth, ensure the quantities of Rice stored in the Room and Stock register for goods stored shall be recorded in the Stock Book and Stock Register. The Officer in said schools would certify the stock in quantities mentioning Stock Book Page No..... Date.....

The receipted Challan alongwith the Transport Charges Bill will be submitted for payment to Supervisor, Education Deptt. will be recorded the quantities of Rice received from FCI vide Challan No. and date. Naturally, the distribution of stock will be distributed within the scheduled date. Officer-in-Charge of such store distributed will be recorded. The one copy of status of stock of Rice would be sent to A.O. (MDM)/ Supervisor (MDM).

In Charge of Rice Distribution Centres will be acknowledged stock of rice received from the Transporter and should be recorded in its Stock Register. Physical Stock will be verified as on 31st March every year and this status of Rice Stock shall be sent to the Chief Manager and Supervisor.

Monthly quantities registered/ requisitioned allotted schoolwise and SSKwise will be sent to the school Rice Distribution Centres within first week of the following month depending upon average student strength. Recorded Rice after distribution shall be recorded in the Stock Register.

Administrative Officer (Mid Day Meal) is requested to examine the stock Register maintained in the store stock of Rice and a statement for allotted quantities to KMCP School. Supervisor will ensure that the quantities in the school Stock Register are identical with the Store Ledger. Supervisor will also examine the certified quantities of Rice will duly be recorded in Stock Register.

In every month, Head Teacher/Teacher-in-Charge will submit stock position as on last date of consumption.

In case of CLPOA, they will submit the quantities lifted from KMCP School/Rice distribution Centre at the time of submission of monthly statement. A separate Stock Book will be maintained for recording transaction of Rice with CLPOA and stock at close of month shall be certified by officer in charge.

This has got approval of Jt. Municipal Commissioner (Dev).

Sd/-
CHIEF MANAGER (EDN/SS)

Office Order No. 29 of 2010 -11 Date: 10.07.2010

Sub : Formation of Committee for preparation of Tender Formalities/ Tender Paper related to School Uniform for the students of KMCP Schools

As desired by MMIC (Education) regarding awarding school dresses to the students of 264 Nos. of KMCP School w.e.f. this financial year and preparation of Tender Paper in a Committee consisting of following officers will sit together to take decision, school for the above job are as follows :

1. Notice for tender.
2. Preparation of Tender Paper.
3. Date of opening of Tender (Date/Time/ Venue).
4. No. of students from P.P. to V (Boys and Girls)
5. Qualities of dresses
6. Tender Formalities
7. Selection of Tender
8. Selection of Dresses & Colours

On completion of above work the allotment procedure will be made and final proposed will be placed before Competent Authority.

The above job is a special type of job to be performed attentively. The financial involvement for the job is in the region of phase wise is Rs. 40/-lakh.

Sl. No.	CLASS	NO. OF STUDENTS	BOYS	GIRLS
1	PP	4988	2395	2593
2	I	5650	2861	2789
3	II	4836	2410	2426
4	III	4461	2223	2238
5	IV	4077	1942	2135
6	V	1471	682	789
		25483	12513	12970

Committee Consisting :

1. Dy. Manager
2. A. O.
3. Dy. Education Officer
4. Dy. Education Officer

Head Teacher/ Teacher – in – Charge of KMCP Schools will meet with the committee for the purposes as early as possible.

Sd/-
CHIEF MANAGER (EDN/SS)

Office Order No. 36 of 2010 -11 Date: 11.08.2010

Sub : To stop permission to hold wedding, Birthday function celebrating in the Corporation School.

It is decided in the meeting with the MMIC (Education) in respect of use of the school building for ceremonial purposes and ritual purposes, MMIC (Edn) directed to stop the permission to use the school building as no. of students under Bhartikaran Karmosuchi has increased rapidly. It is also evident that the school building using for ceremonial or other social function leads to generation of garbage and the person who used the building do not redress after the function is over. Therefore, the school building henceforth not to be used for ceremonial purposes. Head Teacher/Teacher-in-Charge are requested to follow this order.

Sd/-
CHIEF MANAGER (EDN/SS)

Office Order No. 40 of 2010 -11 Dated 19-08-2010

Sub : Guideline for Schools/ Educational Institutions for taking precautionary measure against HINI Influenza.

In pursuance of order No. 298(40) – SSE/10 dt. 10-08-2010 issued from the end of Secretary, School Education Department, Govt. of West Bengal, Teachers of KMCP Schools & Sahayikas of SSKs under the KMC are advised to the under mentioned guidelines in order to take precautionary measure against H1N1 Influenza.

Guidelines for school / Educational Institutions.

- 1) Schools are advised to avoid any large gathering of students during the course of the day in the school. This will reduce the possibility of spread of influenza, if any.
- 2) Students, teachers and other employees working in schools/educational Institutions are advised to wash their hands frequently with soap and water.
- 3) Students, teachers and other employees working in schools/educational Institutions are

advised to observe strict cough/ sneeze etiquette i.e. use handkerchief/ tissue while sneezing and coughing.

- 4) The school authorities may ensure that all class teachers of the first period begin their class with active screening of each student in the class so as to detect any student who is having symptoms of flu (mild fever with cough/ sore throat with or without body ache, headache, diarrhoea and vomiting). If such student is detected she/he should be referred to medical facility of the school. She/he should be further advised to stay at home for 7 days and observe strict discipline of home isolation. There should be constant self-monitoring and if symptoms deteriorate (high fever/ severe sore throat), doctor should be contacted immediately.
- 5) Students, teachers and other employees working in schools/ educational Institutions are advised to stay at home if they develop flu like symptoms. They should consult the doctor and take treatment as advised including home isolation and drugs for treatment of symptoms.
- 6) School authority should not insist on production of medical certificate from such preventive absentees mentioned in 4 & 5 above.
- 7) If any/ student/ teacher/ other employee working in schools/ educational Institutions is at high risk (suffering from chronic diseases of lung/heart/ kidney/ neurological system or blood disorder) for H1N1 and she/he become sick of influenza like sickness, the school authority should immediately take her/him to the medical officer of the school and carry out further treatment strictly under the advice of the doctor.
- 8) In case of student staying in hostel, the school authority should monitor the health status of students as well as other ancillary staff in the hostel on regular basis. If there are suspected influenza like illness medical authority should be called for examination.
- 9) All the schools/ educational Institutions should observe regular cleaning of the premises with disinfectant, so that all the droplets and shredding, if any are taken care of.
- 10) There is no case to feel panicked and only general precaution as mentioned above should be taken. Closure of school is not recommended.

This has got approval of Mpl. Commissioner dt. 12/08/2010.

Sd/-
Chief Manager (EDN/SS)

Office Order No. 56 of 2010 – 11

As per the resolution of the Member Mayor – in – Council passed on 30/10/09 and with the approval of the Municipal Commissioner dated 03/10/09, the 2nd batch of trainee – teachers have completed the six months Theoretical Training at I.U.M. from 14/06/2010 to 14/12/2010 and have now been sent to their respective schools for the practical training are given hereunder.

- 1) The practical training will be for a period of six months and the same will be presumed to have a started on 03/01/2011 to 30/06/2011.
- 2) The practical training of the trainee teachers will be held in their respective schools.
- 3) During the course of these six months as mentioned herein above evaluation of the trainee teachers will be one every month on subject wise basis supported by lesson plans and TLM and will be conducted by the D.E.O.s / Inspector of schools.
- 4) In the course of six months languages subjects Bengali / Hindi / Urdu, Mathematics, English, History, Geography and N.Sc. will be evaluated one after the other within the 3rd week on every month.
- 5) The evaluation of final practice teaching of the trainee teachers will be conducted during the month of June by the D.E.O.s and the Inspector of the concerned schools.
- 6) The Trainee teachers will prepare six lesson plans with TLM one each subject and get these signed by the D.E.O.s / Inspector of schools in order to produce at the time of final practice teaching.

- 7) The concerned schools are requested to make necessary arrangement so that the whole procedure is conducted smoothly in a time bound period.
- 8) Dates of Evaluation of Final Practice Teaching will be announced later on.

Sd/-
CHIEF MANAGER (EDN. /SS)

Office Order No. 70 of 2010 –11 date: 05.01.2011

Sub : Repairing of Rented School Building where NOC granted by owner.

The following the school premises (Rented) are of deplorable condition. KMC Authority took decision to repair and renovate those school building out of own fund. Accordingly, repairing and renovation of hired school building are undertaken by the concerned Borough Executive and proposal for repairing have duly been approved by Jt. Municipal Commissioner (Dev.) and Municipal Commissioner dt. 31/12/10.

Therefore, Director General (Civil) may kindly be requested to act upon the order of Municipal Commissioner dated : 31/12/2010 and further requested to direct the concerned Borough Executive Engineer to take up the work and cost may be debited from the departmental code. Noting of Fund will be done by the Administrative Officer (Common). Related Code / are either 5210 / 400 (Repairing) / 5210 / 800 (Renovation).

LIST OF SCHOOL

- | | | |
|---|---|------------------------|
| 1) 8B, Ganga Narayan Dutta Lane KMCP School | – | Borough IV, Ward – 21, |
| 2) 1/5, Raja Dinendra Street, KMCP School | – | Borough IV, Ward – 28, |
| 3) 5, Banamali Sarkar Street KMCP School | – | Borough I , Ward – 9, |
| 4) 12, Balai Dutta Lane KMCP School | – | Borough V, Ward – 43, |

Sd/-
CHIEF MANAGER (EDN. / SS)

Office Order No. 73 of 2010-11 date: 11.01.2011

Allotment Order of Rice

A quantity of 1272.50 qntls of Rice was allotted by the School Education Department vide no. Ref. No. 575-SE (P&B)/MDM-15/2010 dated 03-12-2010 towards Cooked Mid-Day-Meal, during the month of December 2010. Out of the said quantity of 1272.50 qntls., an amount of 436.96 qtis. of Rice is hereby allotted to 79 nos. of Rice Distribution Centres as per Annexure – I. The Transport Contractor of KMC will draw said Rice from FCI and arrange for distribution of same to the Distribution Centres as per quantity specified herein within 3rd week of January 2010. Deputy Education Officer will remain present at the time of lifting of stock from FCI godown.

The Head Teachers / Teacher-in-charge of KMCP Schools and Sahayikas of SSKs are requested to re-allot the Rice to the concerned Schools and keep proper Accounts in appropriate Stock Registers of respective Distribution Centres. Similarly, individual School shall also keep Stock Register of the Mid-Day-Meal Rice and its utilization thereof.

The Deputy Education Officers / Inspectors of School shall examine the Stock Register as per this Allotment Order and oversee the stock of Rice during the course of their inspection of Schools and report to the undersigned about the status of stock of Rice. In no case allotted Rice under Cooked Mid-Day-Meal scheme should be allowed to be rotten/become unfit for human consumption at any cost.

The matter for release of rice quota is uncertain even it may not be delivered the allotted quantity as per discussion with Secretary, Mid-Day Meal Programme on 24-11-2010. Therefore, the quantity will be distributed only those Rice Distribution Centers where there is no stock. Excess, if any, may also be distributed on the extent of balance quantities allotted.

Sd/-
Chief Manager (Education / SS)

FINANCE AND ACCOUNTS DEPARTMENT

Circular No. 01 of 2010-11 Date: 13.04.10

Sub: Grant of Dearness Allowance to the employees of the Kolkata Municipal Corporation with effect from the 1st April 2010.

In pursuance of the Municipal Affairs Department's Memo No. 78/MA/N/C- 2/1G-10/2005 dated 12.04.10 it has been decided by the authority of the Kolkata Municipal Corporation that with effect from 1st April, 2010 and until further orders the employees of the Kolkata Municipal Corporation holding the scale of pay under relevant provisions as circulated under Resolution No. 135/MA/O/C-5/CC/1R-1/2009 dated 27/02/09 to whom the State Govt. has been providing Dearness Allowance at State Govt. rates i.e. 16% of Band Pay and Grade Pay taken together with effect from the 1st April, 2009 shall draw Dearness Allowance @ 27% with effect from the 1st April 2010.

Period from which payable	Pay Range	Rate of Dearness Allowance
01.04.2010	Pay up to Rs.80,000/- p.m.	27% of Band Pay and Grade Pay taken together

- 1) The calculation of Dearness Allowance shall be made taking into account the revised Band Pay, Grade Pay & Non Practicing Allowance (NPA), if any but shall not include any other type of pay.
- 2) The Dearness Allowance sanctioned above shall be rounded off to the nearest rupee in each case.
- 3) This order issues in accordance with the Finance Department's Memo No. 2581-F(P) dated the 6th April, 2010.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CMF&A

CMFA'S Circular No. 2 of 2010-11 Date : 21. 05. 2010

It is circulated for all concerned that, like before, CERTIFICATE OF DEPOSIT has to be obtained from the FACC in respect of an amount of Earnest Money/Security Deposit deposited on or after 15th February, 2010 through a Common Collection Centre.

Accordingly Mpl. Accountants of all the IFUs and other units are requested to insist on/ensure necessary CERTIFICATE OF DEPOSIT issued by the FACC before passing a bill for refund of earnest money/security deposit.

Sd/-
(D. DASGUPTA)
CMF&A

Circular No. 03 of 2010-11 Date: 28.06.2010

All concerned are hereby requested to ensure deduction/collection of tax at source as per prescribed rates in respect of payments/collections from resident assesses during the financial year 2010-11 under different sections of TDS/TCS provisions of the I.T Act, 1961 as shown below.

Attention is also drawn to the amended provision of section 206AA of the I.T. Act, where it has been made mandatory w.e.f. 01.04.2010 on the part of the payees (both employees and other than employees) to furnish his "PAN" to the deductor, failing which tax will be deducted at the rate prescribed in the Act or at the rate of twenty percent (20%) whichever is higher.

In view of the above, all concerned are hereby requested to follow strictly the above procedure so that any kind of short deduction of tax may not occur in any case and if any such event happened during the period from 01.04.2010 (prior to issue of this guideline) the same must be realized from subsequent payments without fail.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CMF&A

A. For resident woman (Who is below 65 years at any time during the year)

Section & Nature of Payment/income	When to deduct tax at Source	Net income range for the whole year	Income Tax rates	Surcharge	Education Cess
192-Salary	Monthly at the time of payment	Upto Rs. 1,90,000	Nil	Nil	Nil
		Rs.1,90,000 to 5,00,000	10% of total income minus Rs. 1,90,000	Nil	3% of Income Tax
		Rs.5,00,001 to 8,00,000	Rs.31,000/- + 20% of total income minus Rs.5,00,000	Nil	3% of Income Tax
		Above Rs. 8,00,000	Rs.91,000/- + 30% of total Income minus Rs.8,00,000	Nil	3% of Income Tax

B. For any other individual except women and senior citizen.

Section & Nature of Payment/income	When to deduct tax at Source	Net income range for the whole year	Income Tax rates	Surcharge	Education Cess
	Monthly at the time of payment	Upto Rs. 1,60,000	Nil	Nil	Nil
		Rs.1,60,000 to 5,00,000	10% of total income minus Rs. 1,60,000	Nil	3% of Income Tax

Section & Nature of Payment/income	When to deduct tax at Source	Net income range for the whole year	Income Tax rates	Surcharge	Education Cess
192-Salary		Rs.5,00,001 to 8,00,000	Rs.34,000/- + 20% of total income minus Rs.5,00,000	Nil	3% of Income Tax
		Above Rs. 8,00,000	Rs.94,000/- + 30% of total Income minus Rs.5,00,000	Nil	3% of Income Tax

Note :

1. (a) In computing net income the whole of the amount paid or deposited in respect of Life Insurance premium, repayment of House Building loan, Tuition fees of children, deferred annuity, Contributions of P.F., Subscription to certain equity shares or debentures, Purchase of Infrastructure Bonds, Contribution towards N.S.C. VIII issues, accrued interest on N.S.C. for five years, notified Term deposit for a period of 5 years or more with a scheduled Bank etc. shall be deducted from the gross total income u/s 80C applicable for the assessment year 2011-12. Deduction u/s 80CCC in respect of payment by an individual to certain pension funds of L.I.C. or any other insurer will also be available for the assessment year 2011-12. However, the aggregate amount deductible u/s 80C, 80CCC & 80CCD together shall not in any case, exceed one lakh rupees and an extra amount of Rs. 20,000/- is also deductible u/s 80CCF for investment in long term infrastructure bonds.
- (b) Deductions available under other Sections viz. 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80QQB, 80RRB, 80U and 24(b) will continue.
2. Deductions available under u/s 16(ii) for entertainment and u/s 16(iii) for tax employment will continue.

C. For payment (other than salary) any individual, HUF, AOP, BOI, Artificial juridical person or any Firm/ Domestic Company, for the F/Y – 2010-11.

Section & Nature of Payment/Income	When to deduct tax at source	Rate
193-Interest on Securities	At the time of Credit or payment whichever is earlier, when the aggregate sums payable during the financial year exceeds Rs. 2,500/-	10% as I.T. * in the case of resident Individual & Domestic Company
194A – Interest other than Interest on Securities	At the time of credit or payment whichever is earlier, when the aggregate sums payable during the financial year exceeds Rs.10,000/- where the payer is Banking company / Co-operative society/Post office and Rs.5,000/- where the payer is any other person.	10% as I.T. * in the case of Domestic Company and in other cases.
194C – Payment to Contractor/Sub-contractor	At the time of credit or payment whichever is earlier for paying any amount for carrying out any work in pursuance of a works contract exceeds Rs.30,000/- (upto 30.06.2010 Rs.	2% as I.T. * from payment to contractor being a person other than individual/HUF & 1% as I.T. * from pay-

Section & Nature of Payment/Income	When to deduct tax at source	Rate
	20,000/-) in a single payment or where the aggregate amount of such sums credited/paid or likely to be credited/paid during the financial year exceeds Rs.75,000/-	ment to contractor being an individual/HUF
194H–Commission or Brokerage	At the time of credit or payment whichever is earlier, when the aggregate of sum credited/ paid during the year exceeds Rs.5,000/-	@ 10% as I.T. * for all types of payee
194I – Rent	At the time of credit or payment whichever is earlier, when the aggregate of sums credited / paid during the year exceeds Rs.1,80,000/-.	2% as I.T. * for the use of any machinery/plant/equipment & 10% as I.T. * for the use of Land/Building/ Land appurtenant to Building/Furniture Fittings
194J – Fees for professional / Technical Services	At the time of credit or payment whichever is earlier when the aggregate of sums credited / paid or likely to be credited / paid during the financial year exceeds Rs.30,000/-	@ 10% as I.T. * for all types of payee.
194LA – Payment of compensation to a resident on acquisition of Land (other than agricultural land/Building)	At the time of payment by way of cash, cheque, draft or any other mode and when the aggregate sum exceeds Rs.1,00,000/-	@ 10% as I.T. * for all types of payee.

COLLECTION OF TAX AT SOURCE U/S 206C

- | | |
|---|-----------------------|
| 1. <u>Timber obtained under a forest Lease</u> | <u>2.5% as I.T. *</u> |
| 2. <u>Timber obtained by any mode other than a forest lease</u> | <u>2.5% as I.T. *</u> |
| 3. <u>Any other forest produce not being timber or tendu leaves</u> | <u>2.5% as I.T. *</u> |
| 4. <u>Scrap</u> | <u>1% as I.T. *</u> |
| 5. <u>Parking lot (Toll Plaza, Mining and quarrying)</u> | <u>2% as I.T. *</u> |

* (2) RATES OR SURCHARGE & ADD SURCHARGE (E.C.)

- a) In the case of Individual, HUF, Association or persons, Body of individuals, Artificial juridical person, Firm, Domestic company, Co-operative society and Local authority surcharge & Cess will be NIL during the financial year 2010-11.
- b) In the case of non-domestic company surcharge will be @ 2.5% of Income Tax where the income or the aggregate of such incomes paid or likely to be paid / collected exceeds Rs. 1,00,00,000/- Cess in this case to be deducted / collected @ 3%.

N.B. For deduction of tax at source under different sections of the I.T. Act mentioned herein above, Circular No. 19 of 2005-06 dated 17.10.2006 of the F & A Department is to be followed to avoid any kind of discrepancies in future.

Circular no. 04 of 2010-11 Date: 16.08.2010

Sub : Payment of 2nd installment of arrears accrued under ROPA 2009.

In pursuance of the Memo No. 100G/MA/N/C-2/IG-12/2009 dated 11th August, 2010 issued by the Deputy Secretary, Department of Municipal Affairs, Govt. of West Bengal, the authority of the Kolkata Municipal Corporation has decided to release the 2nd installment (1/3rd) of an-ears accrued under ROPA 2009. The payment will be made along with the salary of August 2010. The SR&A/c will take necessary action to this regard. The concerned HODs of Offices, Units and Directorates will ensure the noting of this payment in the Service Book of the concerned employee. The employees who will retire before the release of the 3rd installment will be paid the balance arrears along with their last regular salaries from the Corporation.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
C.M.F.&A.

Circular no. 05 of 2010-11 Dated: 20.08.2010

Sub : Enhancement of wage ceiling limit from Rs.10,000/- p.m. to Rs.15,000/- p.m. for the purpose of coverage under E.S.I. Act, w. e. f. 01.05.2010.

In terms of the amendment of Rule-50 of ESI (Central Rules, 1950) vide Central Government Gazette Notification No. S-38025/04/20 I O-SS-I dt. 20.04.10, the wage limit for coverage of an employee under sub clause (b) of clause (9) of Section 2 of the Act shall be fifteen thousand rupees a month (excluding remuneration for overtime work) w.e.f. 01.05.2010.

Accordingly from 01.05.2010 all employees drawing wages exceeding Rs.10,000/- per month but not exceeding Rs.15,000/- per month will also become coverable. In this connection, it is requested to all concerned to send a list of such employees along with their Declaration Forms to the Branch Office to which the establishment is attached in quadruplicate in the proforma printed overleaf. The old Insurance Number (if available) of those employees who were earlier covered under the E.S.I. Scheme may be mentioned in the relevant column in the list and their old Identify cards with old Insurance Numbers may also be sent to the concerned Branch Office.

Further, it may also be ensured that all the Insured Persons attached to the establishment and their family members who have come under the ambit of E.S.I. Act due to enhancement of wage ceiling for coverage from Rs. 10,000/- per month to Rs.15,000/- per month go to any 'Pehchan Camp' for taking their photograph and fingerprints for preparation of 'Pehchan Cards.'

The aforementioned Gazette Notification may be downloaded from the website - www.esic.nic.in.

In case of any difficulty, department concerned may get in touch with the Managers of the concerned Branch Office.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CMF&A

To
The Branch Manager,

Sub : List of employees drawing wages exceeding Rs. 10,000.00 but not exceeding Rs. 15,000.00 per month coverable under the ESI Act, 1948 w.e.f. 01.05.2010.

Sir,

I hereby declare that the under mentioned employees working in the aforesaid factory/ establishment, including employees of the contractor(s) have been brought under the ambit of the ESI Act, 1948 (as amended) consequent upon enhancement of wage ceiling for coverage from Rs. 10,000.00 to 15,000.00 per month w.e.f. 01.05.2010.

Sl. No.	Name of the employees	Insurance Number if earlier covered under the Act.	Branch Office to which attached (write N.A. in respect of newly covered employees)	Total amount monthly salary/ wages excluded OTA paid/ payable from 01.05.2010	Name of ESI Dispensary / Hospital	Remarks

The Declaration Forms of the newly covered and re-entered employees are enclosed for allotment of Insurance Number.

Certified that the above particulars are correct in every respect and no employee including part time/ daily rated/ contractor's employees have been left out.

Name, Designation and Signature
of Principal Employer

Dated: the, 2010 M/s. _____

Circular no. 06 of 2010-11 Dated: 04.09.2010

Sub : Grant of Ad-hoc Bonus to the employees of the KMC for the year 2009-10.

In terms of Memo No. 426/MA/O/C-9/2L-1/2010 dated 0309.2010 issued by the Department of Municipal Affairs it has been decided by the authority of KMC to grant Ad-hoc Bonus to the regular employees of the KMC for the accounting year 2009-10 subject to the following conditions :

Ad-Hoc Bonus :

- The regular employees of the KMC whose revised emoluments did not exceed Rs. 18,000/- per month as on 31.03.2010 will be entitled to get Ad-hoc Bonus @ Rs. 1,000/- per head. Upper eligibility ceiling of Rs. 18,000/- per month as on 31.03.2010 will be applicable irrespective of whether the emoluments are drawn in the pre-revised/revised scale of pay.
- The employees drawing pay and allowance in terms of ROPA Rules 2009, the term emoluments will mean and include pay in the pay band plus their grade pay in the revised pay structure and includes Dearness Allowance, but will not include any other pay and

other allowance such as house rent allowance, medical allowance, compensatory allowance etc.

For those who are drawing pay and allowance in the unrevised scale, the term 'emoluments' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance etc.

i) The employees whose emoluments on 31.03.2010 exceeded Rs. 18,000/- per month but during the year 2009-10 their emoluments at least for six months were less than Rs. 18,000/- per month i.e. said emoluments exceeded the eligibility ceiling of Rs. 18,000/- per month on account of promotion, drawal of increment, implementation of career advancement scheme, enhancement of dearness allowance etc. After remaining less than Rs. 18,000/- for at least six months will be entitled to Ad-hoc bonus of the maximum amount of Rs. 1,000/- under this order.

ii) The employees who were in service on 31.03.10 and rendered at least 6 months continuous service during the year 2009-10 will be eligible for payment of ad-hoc bonus under this order.

Pro-rata payment will be admissible in such cases to the eligible employees for the period of continuous service during the year ranging from 6 months to full year, the eligible period being taken in terms of no. of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

iii) The amount of ad-hoc bonus on pro-rata basis as admissible under preceding paragraph will have to be calculated according to the following formula :

$$\frac{\text{Eligibility period in number of months} \times \text{Emoluments as on 31}^{\text{st}} \text{ March 2010}}{12}$$

= The amount of ad-hoc bonus subject to a maximum of Rs.1 000/- only.

iv) The employees who are entitled to get ad-hoc bonus under this order but retired after 31.03.10 or whose service have been terminated after 31.03.10 on medical ground, may also be paid ad-hoc bonus under this order.

v) The employees who are entitled to get ad-hoc bonus under this order but placed under suspension after 31.03.10 they may be paid ad-hoc bonus under this order. The employees who have been placed under suspension after rendering 6 months continuous service in 2009-10 will be entitled to draw ad- hoc bonus of 2009-10 and similarly the employees who have rendered 6 months continuous service in 2009-10 after withdrawal of suspension order will also be entitled to ad-hoc bonus under this order.

vi) The employees who are entitled to get ad-hoc bonus of 2009-10 under this orders but died after 31.03.10 ad-hoc bonus may also be paid to his/her legal heir after observing all the usual formalities.

vii) The employees who are entitled to get ad-hoc bonus of 2009-10 under this order but resigned or voluntarily retired from service of the KMC after 31.03.10 may also be paid ad-hoc bonus under this order.

viii) All payments of ad-hoc bonus will be rounded off to the nearest rupee ignoring fraction of a rupee up to 49 paise and treating fractions amounting to 50 paise or more as one rupee.

ix) Payment will be made against existing provision of fund under regular establishment heads. Additional provision of fund, if required, will be made in the revised estimate of 201 0-11.

x) The disbursement of ad-hoc bonus sanctioned herein above should be made in case of Muslim employees in between 4th Sept. 2010 to 8th Sept. 2010 and in case of other employees such disbursement should be made in between 1 st Oct., 2010 & 8th Oct., 2010. In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja.

Clarification issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.
This Circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CMF&A

Circular No. 07 of 2010-11 Date: 04.09.2010

Sub : Grant of interest free Festival Advance/Ex-gratia to the KMC employees in 2010-11.

It has been decided by the authority that if a KMC employee whose emoluments on 31.03.10 exceeded Rs.18,000/- per month but did not exceed Rs.26000/- per month applies for interest free Festival Advance, he may be granted an advance up to Rs.1000/- only.

- a. The advance will be recovered from the salary of the KMC employees in not more than 10 monthly installments. If the amount of advance is exactly divisible by ten it will be recovered in ten equal monthly installments. If not, the figure obtained by dividing the amount by ten should be rounded off to the nearest rupee which will be the amount of each of the first nine monthly installments and the balance will be recovered in the tenth monthly installment. The same method of calculation will apply mutatis- mutandis where the advance will be repaid is less than 10 monthly installment. The recovery of advance sanctioned under this order will begin from the salary for the month of November 2009 and should be completed by 31st August 2011.
- b. The KMC employees who will retire/leave KMC service on a date after issue of this order but before 15th November 2010 will not be allowed any festival advance. However, an employee who will retire after 1st November 2010 will be eligible for interest free festival advance sanctioned in this order subject to condition that recovery should be completed on or before the month of his superannuation.
- c. (1) Person who will enter in the KMC service for the first time after 31st March 2010 but before the 1st October 2010 will be entitled to the benefit of interest free festival advance as sanctioned in this order subject to fulfillment of the terms and conditions laid down and their emoluments for the purpose of payment of advance will be determined on the basis of their emoluments at the time of entry in KMC service. In case of the employees falling under above para, the authority sanctioning the advance shall certify after being satisfied that the employees is likely to continue in service until the recovery is completed.
(2) The benefit of interest free festival advance sanctioned above will also be admissible to the KMC employees who have been appointed on regular basis provided they are not eligible to draw ad-hoc bonus or ad-hoc bonus on pro rata basis sanctioned for the accounting year 2009-10 and provided their regular or contract emoluments did not exceed Rs.26000/- per month. The term emolument in this order will mean emolument as a defined in Finance & Accounts Department's Circular No. 06 of 2010-11 issued for the purpose of ad-hoc bonus.

Application for interest free festival advance on the strength of this order by all employees shall be made as early as possible. Disbursement of interest-free festival advance (wherever applied for) on the strength of this order should be made in case of Muslim Employees in between 4th September, 2010 & 8th September, 2010. In case of other Employees payment should be made in between 1st October, 2010 & 8th October, 2010.

Budget Code for festival advance - 9211-996 and recovery will be made against the same code.

Ex-gratia :

It has further been decided by the authority to grant Ex-gratia to the following categories of employees for the year 2010 - 11.

Particulars	Rate of Ex-gratia
a) Apprentice trainees and apprentice Engineers seasonal staff, retained Lawyers or such other staff engaged in the service of KMC on or before 01.04.10 on payment of Honorarium/allowance/Consolidated Pay and are in continuous service at least up to 14.08.10.	One month's remuneration i.e. Honorarium/Consolidated Pay etc. subject to a maximum of Rs.350/-
i) Such categories of staff engaged in the services of the KMC after 01.04.10 but before 14.08.10.	Half of the quantum of remuneration subject to maximum of Rs. 175/-
b) The Labour Staff and daily rated casual workers who have put in work at least for 240 days during the period from 15.08.09 to 14.08.10.	One month's remuneration subject to a maximum of Rs.350/-
i) The labour staff and daily rated casual workers who have put in work at least for 120 days to 239 days during the period from 15.08.09 to 14.08.10	Half of the quantum of remuneration subject to maximum of Rs.175/-
ii) The labour staff and daily rated casual worker who have put in work at least for 30 days to 119 days during the period from 15.08.09 to 14.08.10. If such labour staff is required to work in more than one Office/Borough, Ex-gratia will be allowed in one office only.	One fourth of the quantum of remuneration subject to maximum of Rs.150/-
c) Sweeper of the KMCP Schools who have put in work at least 240 days during the period from 15.08.09 to 14.08.10	Rs.200/-
i) Sweeper of KMCP Schools who have put in work minimum number of 120 days and maximum number of 239 days from 15.08.09 to 14.08.10.If a sweeper is required to sweep in more than one School/shift, Ex-gratia will be allowed to only one incumbent.	Rs.150/-

This benefit may not be extended to the retired Govt.KMC employees re-employed on contractual/honorarium basis.

Ex-gratia hereby sanctioned will be drawn and disbursed through a separate bill. Payment to be made out of existing provision of fund under Head Establishment in anticipation of provision of fund in Revised Estimate 2010-11.

Clarification issued in previous years in respect of various points raised in connection with admissibility and drawal of Ex-gratia would continue to apply.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CMF&A

CIRCULAR NO. 08 of 2010-11 Date: 01.10.2010

A) All Controlling Officers/H.O.Ds/Br. Ex. Engrs are requested to submit the Budget Estimate for 2011-2012 and Revised Estimate for 2010-2011 as per following programme to the Controller of Municipal Finance & Accounts :-

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2011-12 and Revised Estimate for 2010-11	01.12.2010
2	Revision of Rates, Fees & Charges for 2011-12 with justification	15.12.2010
3	Inventory of Immovable properties of KMC for 2011-12 as required of the KMC Act,1980	15.12.2010
4	Departmental Report	22.12.2010
5	Draft of Mayor's Budget Statement of 2011-12 and new programmes taken up in 2011-12	15.01.2011

B) Budget Estimates as at (1) above may be furnished in the format as hereunder :

RECEIPT FORMAT

<i>B.I. Code</i>	<i>Actual Collection of 2009-10</i>	<i>Actual Collection up to 30.9.10</i>	<i>Expected Collection from 01.10.10 to 31.3.11</i>	<i>Total Revised Receipt for 2010-11</i>	<i>Estimate of Receipt for 2011-12</i>
A	B	C	D	E = (C + D)	F

EXPENDITURE FORMAT

<i>B.I. Code</i>	<i>Actual Expenditure 2009-10</i>	<i>Payment towards liabilities 2009-10</i>	<i>Expenditure (Exclg. Lia.) upto 30.9.10</i>	<i>Expended Expenditure from 01.10.10 to 31.3.11</i>	<i>Total Revised Expenditure for 2010-11</i>	<i>Estimate of Expenditure for 2011-12</i>
A	B	C	D	E	F = (C+D+E)	G

C) Separate proposal with justification may be submitted in respect of the following, if any, within the purview of the KMC Act, 1980 :-

- a) AUGMENTATION OF REVENUE FROM THE EXISTING SOURCE
- b) NEW SOURCE OF REVENUE

D) Ex. Engrs. of Brs. will submit their proposal for Budget Estimates as mentioned above through D.G.(Civil). D.G.(Civil) will please ensure to compile the Budget estimates of both Revenue Receipt and Expenditure to ascertain the estimated amount against different Object Codes of Subject Codes mentioned in the Budget.

E) All Controlling officers /H.O.Ds. are also requested to furnish list of works stating the name of the works and probable estimated cost along with the budget proposal for incorporating into the budget as far as practicable. It would be appreciated if the information as sought for be furnished in the format below :

<i>Name of works with location</i>	<i>Estimated Cost</i>	<i>Probable time of completion</i>	<i>B. I. Code</i>
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This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
C M F A

Sub : Handover of IT Systems from TCS

The tenure of the contract awarded to M/s. Tata Consultancy Services Pvt. Ltd. (TCS) under the 'Computerization of Operation: Design and Implementation for The Kolkata Municipal Corporation (CBP002)' project is set to expire on 7th March 2011. Consequently, within this period, the Kolkata Municipal Corporation (KMC) has to take a complete handover of the IT Systems and assets that are currently being managed by TCS. In view of this, each Manager (Systems) is hereby requested once again to undertake the following steps to ensure that this period of transition is smooth and hassle-free in the best interest of the KMC :

1. Ensure that all pertinent documentation is obtained from TCS
2. Ensure a firm grasp of the functional as well as the design aspects of all software provided or managed by TCS. Such transfer of knowledge shall be critical in enabling the Manager (Systems) to manage the IT Systems once the term of TCS comes to a close.
3. Identify specific training needs that TCS can provide and coordinate with TCS to conduct the same within the present tenure of the contract.

Each Manager (Systems) shall prepare a note indicating the level of progress with regard to the three points mentioned above. They shall submit this report to HOD, IT by 10th December 2011. Thereafter, HOD, IT shall go through all the notes so submitted to prepare a comprehensive report that shall be submitted to the IT Nodal Officer by 17th December 2011. On the basis of this report, the matter would be taken up by the Authority to take appropriate action. It may be pointed out that all Manager (Systems) have been provided with copies of the contract and scope of work of TCS well in advance to facilitate a thorough understanding of the expectations from TCS. Hence, it shall be the responsibility of the Manager (Systems) to ensure performance by TCS.

Sd/-
(Debatosh Dasgupta)
CMF A & IT Nodal Officer

Date: 23/11/10

CORRIGENDUM

It may kindly be noted that the date of submission of report to HOD, IT was stated wrongly in the CMFA's Circular No. 09 of 2010-11 issued on 23.11.10. The-paragraph may be read as

"Each Manager (Systems) shall prepare a note indicating the level of progress with regard to the three points mentioned above. They shall submit this report to HOD, IT by 10th December 2010. Thereafter, HOD, IT shall go through all the notes so submitted to prepare a comprehensive report that shall be submitted to the IT Nodal Officer by 17th December 2010. On the basis of this report, the matter would be taken up by the Authority to take appropriate action."

Sd/-
(D. Dasgupta)
CMF&A
&
IT NODAL OFFICER

CIRCULAR NO. 10 of 2010-11 Date: 03.12.2010

Sub: Grant of Dearness Allowance to the employees of the Kolkata Municipal Corporation with effect from the 1st December 2010.

In pursuance of the Municipal Affairs Department's Memo No. 181/MA/N/C- 2/1 G-10/2005 dated 29.11.10 it has been decided by the authority of the Kolkata Municipal Corporation that with effect from 1st December, 2010 and until further orders the employees of the Kolkata Municipal Corporation holding the scale of pay under relevant provisions as circulated under Resolution No. 135/MA/O/C-5/CC/1R-1/2009 dated 27/02/09 to whom the State Govt. has been providing Dearness Allowance at State Govt. rates i.e. 16% of Band Pay and Grade Pay taken together with effect from the 1st April, 2009 shall draw Dearness Allowance @ 35% with effect from the 1st December, 2010.

Period from which payable	Pay Range	Rate of Dearness Allowance
01.04.2010	Pay up to Rs.80,000/- p. m.	27% of Band Pay and Grade Pay taken together

- 1) The calculation of Dearness Allowance shall be made taking into account the revised Band Pay, Grade Pay & Non Practicing Allowance (NPA), if any but shall not include any other type of pay.
- 2) The Dearness Allowances sanctioned above shall be rounded off to the nearest rupee in each case.
- 3) This order issues in accordance with the Finance Department's Memo No. 10851(65)- F(P) dated the 23rd November, 2010.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CONTROLLER OF MUNICIPAL
FINANCE AND ACCOUNTS

CMFA's Circular No. 11 of 2010-11 Date: 15.12.2010

Ref : MC's Circular 17 of 2010-11

In terms of the above mentioned circular, all the Borough Executive Engineers have drawn the amount for disbursement of cash GR on different dates except few for wards. But till date, none of them have submitted adjustment bills to the Dy. CMFA VI Cell in the manner mentioned in the above mentioned circular. The Disaster Management Directorate is pressing hard for early submission of utilization certificate for GR 2009-10.

All Borough Executive Engineers are requested to ensure submission of adjustment bills with muster rolls in duplicate within 7 days from the date of receipt of this Circular without fail to Dy. CMFA VI Cell.

Sd/-
(D.Dasgupta)
Controller of Municipal Finance & Accounts

CIRCULAR NO. 12 OF 2010-2011 Date: 30.12.2010

In continuation to the Finance & Accounts Dept. Circular No. 03 of 2010-11 dated 28.06.2010, all concerned are hereby requested to ensure that deduction of Income Tax at Source from Salary for the current Financial Year is required to be completed within the Salary bill of February 2011, payable in March 2011, without fail.

As the Heads of the Department/ Offices / Directorates (D.D.O's) are responsible to deduct Income Tax monthwise at the average rate at the time of payment of Salary to the employees under their control u/s. 192 of the I.T. Act, 1961 so the procedure of deduction of payable amount on account of employees Income Tax for the respective financial year must be completed from salaries within the specified period mentioned herein above.

A guideline in this respect and pro-forma for computation of Income Tax are enclosed herewith.

Attention is also drawn to the amended provision of section 206AA of the I.T. Act, wherein it has been made mandatory w.e.f. 01.04.2010 on the part of the payees (both employees and other than employees) to furnish his "PAN" to the deductor, failing which tax will be deducted at the rate prescribed in the Act or at the rate of twenty percent (20%) whichever is higher.

Further, in order to fill up the Certificates u/s. 203 of the I.T. Act, 1961 under the head "Salaries", Heads of Department / Offices / Directorates are requested to send the statement of pay-drawn etc. as per attached pro-forma a alongwith Xerox copy of PAN Card of the employees whose Income Tax will be deducted from salary during the current financial year, to the concerned IFU/ Cell within 21.02.2011 for verification and the Municipal Accounts of the IFU / Cells will ensure to send the verified statements to the I.T. & S.T. Cell of Finance & Accounts Departments mandatorily within 31.03.2011.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CONTROLLER OF MUNICIPAL
FINANCE AND ACCOUNTS

Procedure and guide line of income tax deducted at source from payment of Salary to the employees of the Kolkata Municipal Corporation for the Financial year 2010-11.

Salary for the period from March, 2010 payable in April, 2010 to February, 2011 payable in March, 2011 are to be taken into account in this respect and calculation of tax will be made at the following rates.

A. For all individuals except women and senior citizen.

Sl. No.	Range of Taxable Income	Rate of Income Tax
1	Total Taxable Income does not exceed Rs. 1,60,000/-	Nil
2	Above Rs. 1,60,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.1,60,000/-
3	Above Rs. 5,00,000/- to Rs. 8,00,000/-	Rs.34,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,000/-
4	Above Rs. 8,00,000/-	Rs.94,000/- plus 30% of the amount by which the total income exceeds Rs.8,00,000/-

B. For woman resident in India below the age of 65 years.

1	Total Taxable Income does not exceed Rs. 1,90,000/-	Nil
2	Above Rs. 1,90,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.1,90,000/-
3	Above Rs. 5,00,000/- to Rs. 8,00,000/-	Rs.31,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,000/-
4	Above Rs. 8,00,000/-	Rs.91,000/- plus 30% of the amount by which the total income exceeds Rs.8,00,000/-

C. For individual being a resident in India whose age is 65 years and above.

1	Total Taxable Income does not exceed Rs. 2,40,000/-	Nil
2	Above Rs. 2,40,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.2,40,000/-
3	Above Rs. 5,00,000/- to Rs. 8,00,000/-	Rs.26,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,000/-
4	Above Rs. 8,00,000/-	Rs.86,000/- plus 30% of the amount by which the total income exceeds Rs.8,00,000/-

Surcharge (S.C.) on Income Tax is not applicable during the financial year 2010-2011.

Education Cess (E.C.) is payable at the rate of 3 % of Income Tax (2% cess for basic education and 1% cess for secondary & higher education).

Computation of Taxable Income for calculation of Income Tax.

1. Salary includes :
 - a) Gross Salary
 - b) Overtime / Holiday Allowance
 - c) Other Cash Allowance
 - d) Bonus / Ex-Gratia
 - e) Food & Tiffin Allowance
 - f) Travelling Allowance / Conveyance Allowance etc.

2. Exemption of House Rent Allowance u/s 10(13A) in case of rented accommodation for the employees receiving House Rent Allowance (HR.A.) from the employer, the exemption under this section will be the lowest of the following :-
 - a) an amount equal to 50% of salary where such residential accommodation is situated at Kolkata and in any other case amount equal to 40% of salary,
 - b) actual house rent allowance received from the employer.
 - c) excess of house rent paid over 10% of salary (Pay + D.A.) Provided that
 - I) the residential accommodation occupied by the employee is not owned by him.
 - II) The actual payment of house rent by the employee should exceed 10% of his / her salary (Pay + D.A)

- N.B.- It may be noted here that "Licence Fee" paid by the KMC officers / employees who are occupying KMC quarters, should be treated as "House Rent" paid for exemption of house rent u/s 10(13A) and in this regard CMF&A's Circular No. 02 of 2001-02 dt. 18.04.01 may be referred to.

3. Travelling Allowance / Conveyance Allowance etc. which are granted to the employees of certain categories in KMC along with salaries to meet the expenditure on conveyance in connection with their performance of official duties are exempt from Income Tax u/s 10(14)
4. Employment Tax deducted from salary of the employees during the financial year is deductible from gross salary u/s 16(iii)
5. Deduction in respect of Medical Insurance premium (including Service Tax) and contribution to the Central Govt. Health Scheme paid by any mode other than cash during the financial year on the health of individual, spouse, dependent parents and children u/s 80D — Rs. 15,000/-.
(in case of senior citizen maximum amount of Rs. 20,000/- is deductible)

6. Deduction u/s 80DD in respect of maintenance including medical treatment of a handicapped dependant having disability not less than 40% and in case of mental retardation I.Q. below 50 point on a test with a mean of 100 as per Rule- Rs. 50,000/- (A higher deduction of Rs. 1,00,000/- shall be allowed where the dependent is a person having severe disability over 80%).

7. Deduction in respect of Medical treatment of specified – Rs. 40,000/- or the amount disease or ailment [as prescribed in Rule 11DD(1)] for himself actually paid, whichever or dependant u/s 80DDB (will have to furnish a certificate in is lower and Rs. 60,000/- prescribed Form No. 10 I from appropriate authority) for Senior Citizen.

8. Deduction u/s 80E will be allowed to an assessee / parent / legal guardian in respect of interest paid on education loan during the financial year.

9. Deduction in respect of Donation to certain Funds, Charitable Institution — u/s 80G
a) if donations are made to govt. or any local authority – 100% of qualifying donations.
b) in other cases — 50% of qualifying donations.

Note : in some specific cases the qualifying amount of aggregate donations should not exceed 10% of the gross total income as reduced by deductions permissible under other provisions of Chapter – VIA.

10. The amount of interest / dividend etc. received / accrued on investments during the financial year will have to be added to the salary income as income from other sources if reported by the employee.

11. Deduction in the case of a person with disability u/s 80U — Rs. 50,000/-.
In the case of a person with severe disability means over 80% — Rs. 1,00,000/-
(will have to submit medical certificate from the appropriate authority).

12. Deduction in respect of interest on house building loan paid / payable (on accrual basis even if the interest is not actually paid during the financial year) is allowed –u/s 24(b) as per following. Such benefits will be allowed only when deduction in respect of recovery of principal amount of the loan u/s. 80C is available.

- a) Not exceeding Rs. 30,000/- where the capital is borrowed before 01.04.99.
- b) Not exceeding Rs. 1,50,000/- where the capital is borrowed on or after 01.04.99

13. Deduction u/s 80C, 80CCC & 80CCD will be allowed to an assessee from the gross total income of an amount not exceeding Rs. 1,00,000/- in respect of amount paid or deposited in the financial year in the specified savings scheme listed below.

Provided that the aggregate amount of deduction u/s 80C, 80CCC and 80CCD shall not, in any case exceed Rs. 1,00,000/- according to the provision of section 80CCE. A new section 80CCE has been introduced for the financial year 2010-11 in which an additional amount of Rs. 20,000/- is deductible for investment in long term infrastructure bonds.

Determination of gross qualifying amount u/s 80C, 80CCC & 80CCD

- a) Contribution to Provident Fund (not being repayment of loan)
- b) Contribution to Group Insurance Scheme.
- c) Life Insurance Premium paid during the financial year (subject to maximum of 20% of sum assured)
- d) Contribution to certain Pension Funds of L.I.C. or any other Insurer (see. 80CCC') ceiling limit is Rs.1,00,000/-
- e) Amount deposited to Public Provident Fund Scheme (P.P.F.)
- f) Amount deposited to National Savings Scheme (N.S.S.)

g) Amount deposited to National Savings Certificate (N.S.C.)

h) Accrued interest on N.S.C. (upto 5th year) as per following rates.

Amount of interest accrued on N.S.C. (for Rs. 100/-) purchased as per following :

Year Completed	01.04.89 to 31.12.98	01.01.99 to 14.01.2000	15.01.2000 to 28.02.01	01.03.01 to 28.02.02	01.03.02 to 28.02.03	On or after 01.03.03
1st year	Rs.12.40	Rs.11.83	Rs.11.30	Rs.9.72	Rs.9.20	Rs.8.16
2nd year	Rs.13.90	Rs.13.23	Rs.12.58	Rs.10.67	Rs.10.05	Rs.8.83
3rd year	Rs.15.60	Rs.14.80	Rs.14.00	Rs.11.71	Rs.10.97	Rs.9.55
4th year	Rs.17.50	Rs.16.54	Rs.15.58	Rs.12.85	Rs.11.98	Rs.10.33
5th year	Rs.19.70	Rs.18.51	Rs.17.35	Rs.14.10	Rs.13.09	Rs.11.17
6th year	Rs.22.40	Rs.20.69	Rs.19.31	Rs.15.47	Rs.14.29	Rs.12.08

i) Contribution to ULIP (U.T.I.)

j) Contribution to LIC's Jeevan Dhara, New Jeevan Dhara, Jeevan Akshay and New Jeevan Akshay.

k) Contribution to notified Pension Fund set up by any Mutual Fund.

l) Contribution to units of MF / UTI.

m) Contribution to Home Loan Account Scheme of the National Housing Bank or notified Pension Fund of the National Housing Bank.

n) Payment for the purposes of purchase or construction of a residential house (HBL).

o) Any sum paid, by an individual, as Tuition Fees at the time of admission or thereafter to any University, College, School or other educational Institution situated within India for the purpose of full time education of any two children of such individual. Donation, Development fee or payment of similar nature will not be included in this respect.

p) Notified Term deposit for a fixed period of not less than five years with a Scheduled Bank.

14. Relief u/s 89 on Income Tax is allowable in respect of salary etc. received by an employee in arrears or in advance from the employer for which the employee may furnish such particulars in the prescribed FORM NO. 10E to the employer.

**PROFORMA FOR COMPUTATION OF INCOME TAX FOR THE
FINANCIAL YEAR 2010-2011**

Name Sri / Smt.....

Designation :

Department :

Pan I.D. No.....

1. Gross Salary :
2. LESS – Allowance to the extent Exempt u/s 10
3. BALANCE (1-2) :
4. Deduction u/s 16 (E.T. etc) :
5. Income chargeable under the head “Salaries” (3-4).....
6. LESS – Interest on H.B. Loan u/s 24(b)
7. ADD : Any other Income :

8. GROSS TOTAL INCOME [(5-6)+7] :.....
9. Deduction u/c. VIA
 (a) u/s (80C, 80CCC, 80CCD – Qualifying amount Rs. 1,00,000/- max).
 i)
 ii)
 iii)
 iv)
 v)
 vi)
 vii)

TOTAL OF 9 (a)	Qualifying amount of 9 (a).....
b) u/s 80CCF (Rs. 20,000/- max.)	:
c) u/s 80D to 80U	:
10. Total Deduction u/c. VIA [9(a+b+c)]	:
11. Total Income (8-10)	:
12. Tax payable	:
13. Education Cess @ 3% on 12	:
14. LESS Relief u/s 89	:
15. NET TAX PAYABLE	:
16. Tax deducted at source monthwise	:

 Signature of DDO

 Signature of employee

CIRCULAR NO. 13 of date: 13.01.2011

TCS has started hand over process of the MAS application system developed so far in phased manner. TCS is in process of submission of proper documentation like MAS architecture, SRS, User Manual etc. TCS is arranging hand over sessions for understanding of the system. Manager(Systems) and Dy. Manager(Systems) are requested to attend those sessions positively. A development and support team is formed with the Deputy Managers under the Supervision of Manager(Systems). Dy. Managers are requested to devote more time at IT centre for better understanding of the application system in addition to their present duties. The Central Team will understand the database design, application source code, reports etc. from TCS Manager(Systems) are requested to supervise the central team for smooth handover process. The central team is responsible for smooth handover process for providing support and maintenance after expiry of the contract period with TCS.

Sd/-
 (D. Dasgupta)
 C.M.F&A
 AND IT NODAL OFFICER

CMFA's Circular No. 14 of 2010-11 Date: 24.01.2011
 (Reminder no.2 for early adjustment)

Ref: MC's Circular 17 of 2010-11 CMFA's Circular 11 of 2010-11(Reminder no.1)

In terms of the MC's circular 17, all the Borough Executive Engineers have drawn the advance amount for disbursement of cash GR on different dates except for few wards. But till date, only two of them have submitted adjustment bills to the Dy. CMFA VI Cell in the manner mentioned in the said circular.

The Disaster Management Directorate is pressing hard for early submission of utilization certificate for GR 2009-10.

All Borough Executive Engineers are requested to ensure submission of adjustment bills with muster rolls in duplicate within 7 days from the date of receipt of this Circular without fail to Dy. CMFA VI Cell.

Sd/-

(D. Dasgupta)

Controller of Municipal Finance & Accounts

CIRCULAR NO. 15 of 2010-11 Date: 11.02.2011

- 1) All Controlling Officers/Heads of the Departments are requested to ensure submission of bills in respect of works/supplies to be completed in the financial year 2010-11 in phased manner to the concerned IFU within 14.03.11 after observing all the usual formalities.
- 2) No bill of Contractors/Suppliers for financial year 2010-11 would be accepted by the Internal Finance Units after 14/03/11 without specific order of the M.C. Heads of the Departments concerned will ensure to send bills to IFUs in phases without accumulation.
- 3) Municipal Accountants of Internal Finance Units will ensure to send bills to Dy. C.M.F.&A.s Cells after observing all the usual formalities within 21/03/11 and Dy. C.M.F.&A.s will also ensure to send bills to Cheque Section within 26/03/11.

If any bill is returned by the IFU to the Concerned Department for clarification/rectification etc. such bill shall be resubmitted to IFU within 3 days from the date of return.

All Controlling Officers/Heads of the Departments are requested to issue similar instructions to all concerned under their administrative control so that work in Finance and Accounts Department can be completed by the end of the financial year.

This is issued with the approval of the Municipal Commissioner.

Sd/-

CONTROLLER OF MUNICIPAL
FINANCE AND ACCOUNTS

CIRCULAR NO. 16 of 2010-11 Date: 04.03.2011

In partial modification of the CMF&A's Circular No. 15 of 2010-11 it is decided that :-
IFUs will receive bills from concerned functioning departments till 18/03/11 and will send those bills to Dy. C.M.F.&A.s' Cells by 23/03/11. Dy. C.M.F.&A.s' are to send all bills to CDS within 28/03/11.

This is issued with the approval of the Municipal Commissioner.

Sd/-

CONTROLLER OF MUNICIPAL
FINANCE AND ACCOUNTS

HEALTH DEPARTMENT

OFFICE ORDER No. H/00/182/10-11 Date: 10.08.2010

Re.: Indoor fogging by portable fogging machines in and around all malaria and dengue positive households in KMC area.

For reasons still unknown, as in many other parts of the country and abroad, in the city of Kolkata too, vivax malaria has started claiming lives, thereby implying that the so called timid parasite Plasmodium vivax is changing its biological character to become virulent like Plasmodium falciparum. Being deeply concerned about this unprecedented awful event, the Hon'ble MMIC (H) has felt the need for stepping up of all the ongoing anti-vector measures, including indoor fogging by Van Fog machines, to prevent transmission of the disease. As per the circular issued earlier by the undersigned, the department is carrying out indoor fogging only in and around falciparum and dengue positive households. But, from now onwards, such fogging measure will have to be undertaken in and around vivax malaria too (@ 1 vivax malaria positive household plus 50 surrounding households). Fogging in and around falciparum malaria and dengue positive households will continue unchanged. All concerned are hereby directed to take a serious note of this guideline and act accordingly for its proper implementation.

Sd/-
(Dr. D.D. Chatterjee)
Chief Municipal Health Officer

OFFICE ORDER No. H/00/184/10-11 Date: 26.08.2010

For better prevention and control of malaria and other vector-borne diseases, all Malaria Clinics will remain open up to 5 pm on all days including Sundays and holidays. All Ward Health Units will also remain open up to usual duty hours on Sundays and holidays.

Malaria Clinics will work extended hours with Laboratory technician(s) and one Grp.D staff. They will be paid tiffin allowance @ Rs.50/- per day per head. On Sundays and holidays they will be paid @ Rs.200/- per day per head.

On Sundays and holidays, Ward Health Units will be attended by Sarkar Health of the ward (MHA or Bailiff, in case Sarkar Health is not available) and all Field Workers. Health Supervisor of the Borough will also be on duty. All such staff will be paid @ Rs. 200/- per day per head for working on Sundays and holidays.

This order issues with the concurrence of Hon'ble Mayor and will be effective on and from 30.08.10.

For strict compliance.

Sd/-
Chief Municipal Health Officer

OFFICE ORDER No. H/00/235/10-11 Date: 03.12.2010

Staff engaged in Health Camps during September-October 2010 for awareness against dengue and malaria as well as their detection and treatment will get holiday allowance for working on Sundays and holidays during the period the Camps were on as per following KMC rules applicable to KMC non-engineering cadres -

1. Grp. D employees, Rs.250/- per holiday/Sunday.
2. Other than Grp.D employees and employees upto the rank of Asstt. Managers, Rs.300/- per holiday/Sunday.
3. Employees other than those in 1 & 2 above will get a token Tiffin allowance of Rs.70/- per holiday/Sunday.

Fund is available under BI 6221/600 and the payment may be released directly to eligible workers from concerned borough offices.

Sd/-
Chief Municipal Health Officer

MUNICIPAL SECRETARY

MUNICIPAL SECRETARY'S CIRCULAR NO. 01 OF 2010-11 DATED 1ST APRIL, 2010

Sub : Payment of Revised Monthly Wages to the Contractual Security Guards (Unarmed), Sweepers & other Contractual Workers Like Mali, Mazdoor, Field Workers etc. engaged through Private Agencies by the KMC.

Proposal for the revision of the wage pattern of the Contractual Security Guards (Unarmed), Sweepers & other Contractual Workers (like Mali, Mazdoor, Field Workers etc. who are deployed through various Agencies by the KMC, in consonance with the recent circulars issued by the State Government in this respect was under consideration of the authority for sometime past.

Now, after careful consideration of the matter, it has been decided to revise the Wage Pattern of the Contractual Security Guards (Unarmed) and Sweepers and other contractual workers as noted above engaged through Private Agencies w.e.f. 1st October, 2009 in the following manner.

Principal Employer's Contribution	
Basic Wage per month ESI @ 4.75%	Rs.3,449=00 Rs.164=00
EPF @ 12%	Rs.414=00
EDLI @ 0.50%	Rs.18=00
Admn. Charge @ 1.11%	Rs.39=00
Total	Rs.4,084=00
3 National Holidays	Rs.34=00
Agency Charge	Rs.204=00
Total	Rs.4,322=00
Service Tax @ 10.30%	Rs.445=00
Total Expenditure per person	Rs.4,767=00

The Agencies will arrange for the deduction and deposition and maintenance of the records of the ESI, EPF etc. as will be applicable. They will also submit copies of the relevant monthly statutory returns to the KMC in time.

For the reimbursement of the cost of livery, the agencies will be paid at the rate Rs.66/- for each unarmed security guard on a monthly basis for which separate bill will have to be raised by the agencies' concerned. The entire cost will be met up from the Budget Fund of the KMC.

This order is issued under orders of the Municipal Commissioner dated 26.03.10.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 02 OF 2010-11 DATED 7TH APRIL, 2010

A good nos. of Private Security Guards have been engaged in the Kolkata Municipal Corporation on contract basis through Private Security Agencies on minimum wages as per the rates declared by the Labour Department of the Govt. of West Bengal from time to time. It has been represented by some Unions that the said Private Security Guards be allowed to enjoy one weekly day of rest in a period of seven days. The matter was under consideration of the authority.

The Mayor-in-Council in its meeting held on 12.3.10 decided that for meeting up the statutory obligation, the Private Security Guards be allowed to enjoy one weekly day of rest (Sunday or any other weekly day as may suit the convenience) in a period of seven days. For this purpose, the Private Security Agencies shall depute substitute on the days of such rest. The cost for deputing substitute on such one weekly day of rest of the private security guards deployed through private security agencies will be met up from the Budget Fund of the K.M.C. To arrive at the daily rate of wages, the monthly rate shall be divided by 26 and rounded off to the next rupee. The private Security Agencies shall raise bill for the cost of providing substitute on the days of rest to the K.M.C in usual manner.

This is issued as per decision of the M.I.C dated 12.3.2010 vide Item No. M.O.A -175.1 dated 12.3.2010. This will take effect from 1.4.2010.

All concerned Controlling Officers of the K.M.C are hereby informed accordingly.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 04 OF 2010-11 DATED 12TH APRIL, 2010

It is circulated for information of all concerned that the KMC offices/schools, barring the maintenance and essential services, shall remain closed on Wednesday, the 14th April, 2010 on the occasion of the Birthday Anniversary of Dr. B. R. Ambedkar.

This issues with reference to Notification No. 2682-F(P) dated 9.4.2010 of the Finance Deptt., (Audit Branch), Govt. of W.B. read with section 25 of the N.I. Act, 1881 (XXVI of 1881) and with approval of the Municipal Commissioner.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 05 OF 2010-11 DATED 23RD APRIL, 2010

It is Circulated for information of all concerned department/offices under the K.M.C that the following roads have been re-named as per approval of the Corporation dated 10.4.2010.

Ward No.	Present Name	New Name
33	Chaulpatty Road, Beliaghata	Ardhendu Sekhar Naskar Sarani
54	Panbagan Lane	Gosthabehari Mukhopadhyay Sarani
87	Lake Place	Jyotish Chandra Guha Sarani
68	Kankulia Road	Jogesh Brahmachari Sarani
71	Kundu Road, Bhavanipur	Akhil Bandhu Ghosh Sarani

The Controlling officers/H.O.Ds of all departments/ offices under the K.M.C are hereby requested to take necessary action in the above matter accordingly.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 07 OF 2010-11 DATED 17TH JUNE, 2010

The Hon'ble Mayor has been pleased to allocate portfolios amongst the Dy Mayor and the Members of the Mayor-in-Council for convenient transaction of business of the Corporation.

A copy of the allocation is enclosed herewith for taking appropriate action.

Sd/-
Municipal Secretary

ALLOCATION OF BUSINESS AMONG THE DEPUTY MAYOR AND THE MEMBERS, MAYOR-IN-COUNCIL

I, Sri Sovan Chatterjee, Mayor, The Kolkata Municipal Corporation in exercise of the power conferred upon me Under, Sub- section 2 of Section 34 of the Kolkata Municipal Corporation Act, 1980 do hereby allocate portfolios among the Deputy Mayor and the Members of the Mayor-In-Council for transaction of business of the Corporation, as follows on this day, the 17th June, 2010.

Sl.	Name	Portfolios
1.	Farzana Alam, Deputy Mayor	Water Supply to Shipping
2.	Firad Hakim, MMIC	Roads & Engineering
3.	Shri Debobrato Majumder, MMIC	Solid Waste Management & Entally Workshop
4.	Shri Rajib Deb, MMIC	Sewerage & Drainage (including Drainage Pumping Stations), Mechanical Sewer Cleansing and Man-entry Sewers.
5.	Dr. Sashi Panja MMIC	Education
6.	Dr. Partha Pratim Hazari, MMIC	Prevention of Food Adulteration, Central Medical Stores and T. B. Hospitals
7.	Sri Atin Ghosh, MMIC	Health, Disinfection Services, Vaccination, Vector Control, Epidemic Control, Hospitals, Maternity Homes, Dispensaries, Chest Clinic, Analysts, Ambulance, Slaughter Houses, Burning Ghats and Burial Grounds, Registration of Birth & Death.
8.	Shamsuzzaman Ansari, MMIC	Information &. Public Relations
9.	Manzar Iqbal, MMIC	Street Lighting & Electricity
10.	Debasish Kumar, MMIC	Parks, Garden & Sports.
11.	Smt. Sanchita Mondal, MMIC	Environment, Training Institute & Welfare Services.

All other remaining portfolios not specifically mentioned above, will be looked after by the Mayor himself until further order.

Dated: 17th June, 2010

Sd/-
Sovon Chatterjee
Mayor

MUNICIPAL SECRETARY'S CIRCULAR NO. 10 OF 2010-11 DATED 13TH JULY, 2010

This is circulated for information of all concerned that Smt. Sanchita Mondal, Member, Mayor-In-Council (Environment, Training Institute & Welfare Services) and Smt. Anita Kar Majumdar, Councillor of Ward No. 113 are nominated by the Hon'ble Mayor to be the members of the

Corporation Level Authority which is to be constituted for implementation of West Bengal Act XVIII and West Bengal Ground Water Resources (Management, Control & Regulation) Act, 2005, in the KMC area.

This is issued with approval of the Hon'ble Mayor dated 05.07.2010.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 12 OF 2010-11 DATED 06TH AUGUST, 2010

Proposal for revision of the Wage-pattern of the contractual Power Boat Helper, Armed Security Guard, Power Boat Driver, Security Supervisor and Asstt. Security officer who are deployed through various Agencies by the KMC has been under consideration of the Authority for sometime past.

Now, after careful consideration of the entire matter, the M.I.C. has decided to revise the Wage-pattern of the contractual Power Boat Helper, Armed Security Guard, Power Boat Driver, Security Supervisor and Asstt. Security officer who are deployed by the KMC through various Agencies, in the following manner w.e.f. 1st April, 2009 as follows :

DESCRIPTION	POWER BOAT HELPER	ARMED S.G./POWER BOAT DRIVER	SECURITY SUPERVISOR	ASSISTANT SECURITY OFFICER
Basic wages per month Rs.	3396.00	3907.00	4223.00	5484.00
ESI - 4.75%	161.00	186.00	201.00	260.00
EPF - 12%	408.00	469.00	507.00	658.00
EDLI - 0.50%	17.00	20.00	21.00	27.00
Admn. Charge 1.11%	38.00	43.00	47.00	61.00
Total	4020.00	4625.00	4999.00	6490.00
3 - National Holidays	34.00	39.00	42.00	55.00
Agency Charge	204.00	234.00	253.00	329.00
Total	4258.00	4898.00	5294.00	6874.00
Service Tax - 10.30%	439.00	504.00	545.00	708.00
Grand Total	4697.00	5402.00	5839.00	7582.00

The Agency will arrange for the deduction and deposition and maintenance of the records of the ESI, EPF, etc. as will be applicable. They will also submit copies of the relevant monthly statutory returns to the KMC in time.

The entire cost will be met up from the Budget Fund of the KMC.

This order is issued as per the order of the Hon'ble Mayor dated 27.07.2010.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 13 OF 2010-11 DATED 06TH AUGUST, 2010

Proposal for revision of the Wage-pattern of the contractual Power Boat Helper, Armed Security Guard, Power Boat Driver, Security Supervisor and Asstt. Security officer who are deployed through various Agencies by the KMC has been under consideration of the Authority for sometime past.

Now, after careful consideration of the entire matter, the M.I.C. has decided to revise the Wage-pattern of the contractual Power Boat Helper, Armed Security Guard, Power Boat Driver, Security Supervisor and Asstt. Security officer who are deployed by the KMC through various Agencies, in the following manner w.e.f. 1st October, 2009 as follows :

DESCRIPTION	POWER BOAT HELPER	ARMED S.G./POWER BOAT DRIVER	SECURITY SUPERVISOR	ASSISTANT SECURITY OFFICER
Basic wages per month Rs.	3449.00	3968.00	4289.00	5570.00
ESI - 4.75%	164.00	188.00	204.00	265.00
EPF - 12%	414.00	476.00	515.00	668.00
EDLI - 0.50%	18.00	20.00	21.00	28.00
Admn. Charge 1.11%	38.00	44.00	48.00	62.00
Total	4083.00	4696.00	5077.00	6593.00
3 - National Holidays	34.00	39.00	42.00	55.00
Agency Charge	204.00	234.00	253.00	329.00
Total	4321.00	4969.00	5372.00	6977.00
Service Tax - 10.30%	445.00	512.00	553.00	719.00
Grand Total	4766.00	5481.00	5925.00	7696.00

The Agency will arrange for the deduction and deposition and maintenance of the records of the ESI, EPF, etc. as will be applicable. They will also submit copies of the relevant monthly statutory returns to the KMC in time.

The entire cost will be met up from the Budget Fund of the KMC.

This order is issued as per the order of the Hon'ble Mayor dated 27.07.2010.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 14 OF 2010-11 DATED 10TH AUGUST, 2010

The Muslim Employees of Kolkata Municipal Corporation who observe "Fasting" during the month of "RAMJAN", may be allowed to leave office on and from 12.08.2010 to the last day of "RAMJAN" one hour earlier than usual office hour excepting Saturday and half holidays (when the office closed at 2-30 P.M.).

Prior permission for such early departure should, however, be taken from Heads of the Departments and Offices, submitting written application.

This is issued with the approval of Hon'ble Mayor dated 10.08.2010.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 17 OF 2010-11
DATED 21ST SEPTEMBER, 2010**

Sub : Allowing the Hindu employees of the Kolkata Municipal Corporation to perform 'TARPAN' during 'PITRI PAKSHA'.

In consideration of performance of religious rites, the willing Hindu employees of Kolkata Municipal Corporation during the 'PITRI PAKSHA' from 24.09.2010 to 07.10.2010 like previous year, may be allowed to attend office at 11.30 A.M. (without any grace period) instead of 10.30 A.M. with 15 minutes grace period in order to enable them to observe "TARPAN" in the morning hours during the "PITRI PAKSHA" period.

Similar facility will also be available to the employees who are engaged in jobs outside the office provided their attendance is scheduled in the morning hours.

This facility will only be strictly available to those Hindu KMC employees who will actually perform "TARPAN" during the "PITRI PAKSHA" and also provided, they have obtained prior written permission from their Controlling Officers.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 18 OF 2010-11
DATED 30TH SEPTEMBER, 2010**

Sub : Mediclaim

Employees are hereby informed that for various correspondences regarding Mediclaim like receiving of applications, cheque disbursement, disposal of information and others, all correspondences should be made on a working day except Saturdays between 2-30 p.m. and 4-30 p.m. Employees are requested to contact the Mediclaim section for any query during the aforementioned time.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 20 OF 2010-11
DATED 16TH NOVEMBER, 2010**

The Hon'ble Mayor has been pleased to order that Shri Rajib Deb, Member, Mayor-in-Council, Sewerage & Drainage, Mechanical Sewer Cleansing and Man-entry Sewers shall also look after the charge of Parking Department in addition to his normal charges.

This shall take immediate effect.

Sd/-
Municipal Secretary

Corrigendum of Circular No. 22 of 2010-2011 dated 14/12/2010

It is for the information of all concerned that some partial modification has been made of the above mentioned Circular for the re-arrangement of marking spaces of parking cars in C M O compound are as follows :-

1 to 3 Nos.(Three Cars) for the Hon'ble Mayor, Hon'ble Chairman & Deputy Mayor (as per existing ear-marked spaces).

4 to 17 Nos.(Fourteen Cars) for Municipal Commissioner, M. M-I-Cs, Leader of Opposition, Chairman Municipal Accounts Committee & Chief Whip (TMC) (as per existing ear-marked spaces)

18 to 34 (Seventeen Cars) for Joint Mpl Commissioner (D), Joint Mpl Commissioner (R), Mpl Secretary, Dy. Mpl Commissioner (P) C M A, C M F & A, S O (Law), L A, Addl Security Advisor, Chief Whip (Left Front), Leader of Congress, Leader of B J P, & five reserved outside VIP's/Officers/Guest

35 to 48 Nos. (Fourteen Cars) for Ambulance, CMHO, Advisor (Health), O S D (Health), Principal Chief Engineer (S W M), Principal Chief Engineer (S & D), D G (Civil), D G (Bustee) DG (Building-I), D G (Building-II), D G (WS), O S D (P & S), Chief Manager(Revenue) & Control Room Vehicles.

49 to 55 Nos. (Seven Cars) for SO (TID), CM (PKG/ADV), C M (SRA & C), CM (EDN & SS), CM (Amusement), Treasurer & Pool Car

As per entry and parking of Scooter/Motor Cycles of the employees work in the C M O Buildings are hereby informed that on 1y 25 (twenty five) entry pass to the Scooters/Motor Cycles on First come First Serve basis also be re-issued by the Caretaker of C M O Buildings after endorsement and signed by their respective Head of the Department in respective vehicle number/particulars along with name and designation.

All Controlling Officers/H O D s are requested to look into this and intimate their staff and drivers to follow the arrangement strictly.

This is issued by order of the Municipal Commissioner and will take effect from 01/01/2011.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 23 OF 2010-11 DATED 13TH DECEMBER, 2010.

Subject : List of Holidays and Sectional Holidays to be observed in the Kolkata Municipal Corporation Offices during the year 2011 is circulated herewith for information of all concerned.

(i) List of Holidays under N. I. Act

Months	Date	Day	Occasion
January	26 th	Wednesday	Republic Day
February	8 th	Tuesday	Shree Panchami
March	19 th	Saturday	Dol Jatra
April	15 th	Friday	Bengali New Year's Day
April	22 nd	Friday	Good Friday
August	15 th	Monday	Independence Day
August	31 st	Wednesday	Id-UI-Fitre
September	27 th	Tuesday	Mahalaya
October	3 rd	Monday	Durga Puja Saptami

Months	Date	Day	Occasion
October	4 th	Tuesday	Durga Puja Ashtami
October	5 th	Wednesday	Durga Puja Nabami
October	6 th	Thursday	Durga Puja Dasami
October	11 th	Tuesday	Lakshmi Puja
October	26 th	Wednesday	Kali Puja
November	7 th	Monday	Id-Uz-Zoha
November	10 th	Thursday	Guru Nanak's Birthday & Parswanath's Rathajatra
December	6 th	Tuesday	Maharam

Note : The festivals/occasions falling on Sundays which are Public Holidays under N.I. Act. 1981 are excluded from the above list.

(ii) List of other Holidays

February	16 th	Wednesday	Fateh-Duaz-Dham
May	9 th	Monday	Rabindra Jayanti
August	22 nd	Monday	Janmastami
October	7 th	Friday	Durga Puja Ekadasi
October	28 th	Friday	Bhatridwitiya

(iii) List of Sectional Holidays

April	14 th	Thursday	Baisakhi (for Sikhs only)
April	16 th	Saturday	Mahabir Jayanti (for Jains only)
April	23 rd	Saturday	Easter Saturday (for Christians only)
May	17 th	Tuesday	Buddha Purnima (for Buddhist only)

Note : (1) In 2011, Sab-e- Barat (for Muslims only) falls on 17th July which is a Sunday and a Public Holiday under N.I. Act. So, the day has not been included here.

**GENERAL INSTRUCTIONS TO BE FOLLOWED IN ALL TYPES OF HOLIDAYS
INCLUDING HOLIDAYS FOR THE MUSLIMS FESTIVALS**

No substitute holiday should be allowed if any of the festival-holidays initially notified subsequently happens to fall on a weekly off or any other non-working day or in the event of more than one festival falling on the same day.

If there is any change in the date of Id-UI-Fitre, Id-UI-Zoha, Muharram, Fateh-Duaz-Dham, Sab-e- Barat depending upon the sighting of the Moon, holiday will be declared by a separate order for the date on which the festival would be actually observed in lieu of the date originally notified as holiday for this festival.

It may happen that the change of date of the above occasions has to be notified at a very short notice.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 24 OF 2010-11
DATED 23RD DECEMBER, 2010**

In pursuance of the relevant order issued by the Department of Labour, Government of West Bengal for minimum the wages for Security Personnel, Mazdoors, Health Workers, Field Workers, Boat Drivers, Boat Helpers, Security Gunmen and Lift Operators, the following wages have with effect from 01st April, 2010 been approved by the authority of this Corporation and arrears may accordingly be paid FOR THE PERIOD TILL 30TH SEPTEMBER, 2010 at the following rates :

DESCRIPTION	SECURITY GUARDS WITHOUT ARMS, SWEEPERS, OTHER CONTRACTUAL WORKERS LIKE MALIS, MAZDOORS, FIELD WORKERS, BOAT HELPER, ETC	ARMED SGs (Gunman only) / POWER BOAT DRIVER
Basic Wages pm	3816	4388
ESI 4.75%	181	208
EPF 12%	458	527
EDLI 0.50%	19	22
Admn Charge 1.11%	42	49
Total	4516	5194
3 National Holidays	38	43
Agency Charge	204	234
Total	4758	5471
Service Tax 10.3%	490	564
Grand Total	5248	6035

Further, in pursuance of the relevant order issued by the Department of Labour, Government of West Bengal for minimum wages for the Security Personnel, Mazdoors, Health Workers, Field Workers, Boat Drivers, Boat Helpers, Security Gunmen and Lift Operators, the following wages have with effect from 01st October, 2010 been approved by the authority of this Corporation and arrears may accordingly be drawn and paid, and payment for the current periods be also made at the following rates :

DESCRIPTION	SG WITHOUT ARMS (Rs.)	ARMED SG (Gunman only)/PB DRIVER (Rs.)	SWEEPERS, OTHER CONTRACTUAL WORKERS LIKE MALIS, MAZDOORS, FIELD WORKERS, ETC. BOAT HELPER (Rs.)
Basic Wages pm	4518	4578	3929
ESI 4.75%	215	217	187
EPF 12%	542	549	471
EDLI 0.50%	23	23	20

Admn Charge 1.11%	50	51	44
Total	5348	5418	4651
3 National Holidays	45	45	39
Agency Charge	204	234	204
Total	5597	5697	4894
Service Tax 10.3%	576	587	504
Grand Total	6167	6284	5398

The minimum wages for the Field Workers of the Health Department have also been enhanced from Rs 157 per day to Rs 179 per day wef 01st April, 2010.

The minimum wages of the Lift Operator has been enhanced from Rs 4800 to Rs 5700 per month wef 01st April, 2010.

The concerned agency will arrange for the deduction and deposit of charges/taxes/contributions and maintenance of the records of the ESI, the EPF, etc as applicable and will submit copies of the relevant monthly statutory returns to the KMC in time.

The entire cost will be met up from the Budget Fund of the KMC.

This order issues with the approval of the Municipal Commissioner accorded on 01st December, 2010 and that of the Hon'ble Mayor on 15th December, 2010.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 27 OF 2010-11
DATED 01ST FEBRUARY, 2011**

Preparation & publication of Pura Tender Barta (PTB) is done by the Press department of KMC. At present Press department accepts paper documents for P.I. Tender/Notice Inviting Tender form various departments of KMC.

Now, it has been decided that the Press department will receive on-line requisitions for PTB publication from various department / offices of KMC on and from 18/02/2011. After this date, Press department will not be able to process any requisition on hardcopy/ paper copy for PTB publication. In this regards user training has been conducted on 13th, 14th, 24th, & 25th January 2011. Additional training, if required, will be held as per following schedule.

Venue : Training room of IT department, 5th Floor, 48 Market Street, Kolkata 700 087.

Dated : 14th & 15th February 2011.

Time : 11 AM - 5 PM

All Controlling Officers/HODs/Offices/Directorates & Unit Offices are requested to send the name of users who are involved in PTB process in the following format within 12/02/2011 to Superintendent of Press.

Sl. No.	Emp. ID	Name	Designation	Department	Role
1					To submit PTB request to Press Department.
2					To prepare draft PTB request for Submission.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 28 OF 2010-11
DATED 02ND FEBRUARY, 2011**

The contents of the Municipal Secretary's Circular Number 24 of 2010-11 dt 23rd December, 2010 is hereby revised as under, and the said circular dt 23rd December, 2010 is now as such fully replaced by this Circular.

In pursuance of the Memo Nos. 389/RW/76/266/2000/LCS/JLC Dt 06.04.2010 and 982/RW/76/266 /2000/LCS/JLC 12.10.2010 issued by Labour Commissioner, Department of Labour, Government of West Bengal for minimum wages for Security Personnel, Mazdoors, Health Workers, Field Workers, Boat Drivers, Boat Helpers, Security Gunmen, and Operators, etc, the following wages a have with 01st April, 2010 been approved by the authority of this Corporation arrears may accordingly be paid FOR THE PERIOD TILL 30TH SEPTEMBER, 2010 at the following rates :

DESCRIPTION	ASST SECURITY OFFICER	SECURITY SUPERVI- SOR (ARMED)	ARMED SG (Gunmanonly) /PB DRIVER (Rs.)	SG WITHOUT ARMS, SWEEPERS, OTHER CONTRACTUAL WORKERS LIKE MALIS, MAZDOOR, ETC. IN EWS & ELSEWHERE, FIELD WORKERS ETC. BOAT HELPERS (Rs.)
Basic Wages pm	6162.08	4745.58	4389.74	3816.00
ESI - 4.75%	292.70	225.41	208.51	181.26
EPF - 12%	739.45	569.47	526.77	457.92
EDLI - 0.50%	30.81	23.73	21.95	19.08
Admn Charge 1.11 %	68.40	52.68	48.73	42.36
Total (A)	7293.43	5616.87	5195.70	4516.62
Weekly Off days & National Holidays 18.12% on (A)	1321.57	1017.78	941.46	818.41
Total (B)	8615.00	6634.64	6137.16	5335.03

Further, in accordance with the relevant Gazette Notification/order issued by the Department of Labour, Government of West Bengal for minimum wages for the Security Personnel, Mazdoors, Health Workers, Field Workers, Boat Drivers, Boat Helpers, Security Gunman, Security Supervisor, ASO and Lift Operators, the following wages have, with effect from 01st October, 2010, been approved by the authority of this Corporation and arrears may accordingly be drawn and paid, and payment for the current periods be also made at the following rates :

DESCRIPTION	ASST SECURITY OFFICER	SECURITY SUPERVISOR (ARMED)	ARMED SG (Gunman only) /PB DRIVER (Rs.)	SG WITHOUT ARMS, SWEEPERS, OTHER CONTRACTUAL WORKERS LIKE MALIS, MAZDOOR, ETC. IN EWS & ELSEWHERE, FIELD WORKERS ETC. BOAT HELPERS (Rs.)
Basic Wages pm	6811.00	5104.00	4640.00	4218.00
ESI - 4.75%	323.53	242.44	220.40	200.35
EPF - 12%	817.32	612.48	556.80	506.16
EDLI - 0.50%	34.06	25.52	23.20	21.09
Admn Charge 1.11 %	75.60	56.65	51.50	46.82
Total (A)	8061.52	6041.09	5491.90	4992.42
Weekly Off days & National Holidays 18.12% on (A)	1460.75	1094.65	995.13	904.63
Total (B)	9522.27	7135.74	6487.03	5897.05

The minimum wages for the Field Workers of the Health Department have also been enhanced from Rs 157 per day to Rs179 per day wef 01st April, 2010. The minimum wages of the Lift Operator has been enhanced from Rs 4800 to Rs 5700 per month wef01st April, 2010.

The concerned agency will arrange for the deduction and deposit of charges/taxes/contributions and maintenance of the records of the ESI, the EPF, etc as applicable and will submit copies of the relevant monthly statutory Challans/ Government Receipts to the KMC in time on a regular basis.

For reimbursement of livery items, the agency will be paid at the rate of Rs.100 per month per above-mentioned worker/supervisor/ officer and the bill would be raised by the agencies on a monthly basis as usual.

The entire cost will be met up from the Budget Fund of the KMC. The Concerned Security Agency shall depute substitute for weekly off days.

This order issues in accordance with the approval of the Municipal Commissioner and the Hon'ble Mayor and also subsequent approval by the MC for this revised circular.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 29 OF 2010-11
DATED 10TH FEBRUARY, 2011**

SECURITY, AGENCY CHARGES & SERVICE TAX

In continuation of the Mpl. Secretary's Circular Number 28 of 2010-2011 dated 02nd February, 2011, it is clarified that in pursuance of letters dated 06th October, 2010 and 01st January, 2011 from "ALL PRIVATE SECURITY AGENCIES" representing all the seven private security agencies of this Corporation, the matter of Agency Charge has been discussed on 01st January, 2011 with all the seven security agencies and a letter dt 02nd February, 2011 has also subsequently been received from them, and thereupon the whole matter examined at higher level in terms of the office orders/ circulars on the subject. The amount has not been revised for over six years after the Municipal

Commissioner's Circular No. 38 of 2004-05 dated 03rd February, 2005 allowing 12 (twelve) per cent of agency charges (the lowest amount of agency charge being Rs 243 at that time).

Accordingly after lapse of more than six years from the above circular, it is decided that the rate of the Agency Charge is now required to be refixed considering the inflation/the escalation in costs of office maintenance, supervision, billing, etc on the part of the agencies who had at points earlier even higher than the above rates during further earlier periods and as such the Municipal Commissioner is now pleased to decide that the rate should be 10 (ten) per cent on the Total (B) of the Mpl Secy's Circular Number 28 of 2010-2011 dated 02nd February, 2011 (the lowest would now stand at Rs 534).

The Service Tax would at the Government-notified rate be applicable on the total bill amount as usual.

This issues with the approval of the Municipal Commissioner.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 31 OF 2010-11
DATED 12TH FEBRUARY, 2011**

Revised stitching charges for Uniforms

For stitching of Uniforms Distributed from 1st January, 2011 onwards, the Authority has been pleased to refix the charges as below :

T.C. Shirts (Full/Half Sleeves)	:	@ Rs. 80/- Each
T.C. Trousers	:	@ Rs. 145/- Each
Blouses	:	@ Rs. 35/- Each
Safari Suit	:	@ Rs. 440/- Each

The above Tailoring charges will be paid to the eligible KMC employees on production of Misc. bills raised by the concerned department along with full particulars of claim duly certified by HOD/Officers/Directorates.

After preparing the Misc. bills, different departments shall place the same to the Asstt. Secretary, Livery cell, along with departmental distribution registers for due verification. After the said verification Asstt. Secretary, Livery cell, will send back the Misc. bills and distribution registers to the respective departments for posting the amount in the Audit Register against the name of each eligible KMC employees/Labours. Then the respective IFU will issue verification certificates on the body of the bill consulting the departmental Audit Register. Thereafter, respective department shall forward the Misc. bills to the Asstt. Secretary, Livery cell, who after checking the same will send to the Municipal Accountant, IFU Secretary. At the time of passing the Misc. Bills the Municipal Accountant, IFU-Secretary must mention on the body of the Misc Bills "Cheque is to be drawn in favour of Treasurer".

Thereafter Treasurer will encash the cheque

Authorised representatives of the different HOD/Officers/Directorates will accept the cash for payment of the tailoring charges to the eligible KMC employees/labours.

The cost of the aforesaid tailoring charges will be appropriated from the B.I. Code 1230/600 of current year's Budget.

Payment of tailoring charges will be made at the entire responsibility of HOD/Officers/Directorates.

All paid up Misc. Bills along with undisbursed amount, if any, should be returned to the Treasury Department as per rules as prevalent in the case of establishment bills i.e. within 20 days from the date of receiving payment from the Treasury Departments.

The circular supersedes all the previous circular on the subject and issues with the approval of the Mpl. Commissioner dt. 22.01.2011.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 35 OF 2010-11
DATED 12TH MARCH, 2011**

PROCESSING OF BILLS BY SECURITY & SUCH OTHER AGENCIES

It is hereby notified that all the Security and such other Agencies which employ contractual workers for this Corporation shall ensure that all security guards and other personnel in security and other types of work under them for this Corporation and in whose cases bills are processed by the Municipal Secretary's Department, but not governed by any tender of the Municipal Secretary's Department or some other department, are paid their wages for a calendar month by 10th (tenth) of the following calendar month.

To facilitate this, the attendance for a particular calendar month of such personnel are required to be placed by them by 02nd of the following month (in case of the date being a holiday, by noon the next working day) before the attendance certification officials of this Corporation.

The concerned Controlling Officers are hereby requested for directing the said certification officials under them for completing the certification promptly and all the bills addressed to the Mpl Secretary are submitted by the Security Agencies by 04th of the month following the month for which the bills are prepared (in case of the date being a holiday, by noon the next working day) to the office of the concerned Dy Secretary who would ensure verification of the bills and forward the bills to the IFU (Secretary) latest by 08th of the calendar month (in case of the date being a holiday, by noon the next working day) for payment.

This issues with the approval of the Municipal Commissioner.

Sd/-
Municipal Secretary

**MUNICIPAL SECRETARY'S CIRCULAR NO. 44 OF 2010-11
DATED 12TH OCTOBER, 2010**

All casual workers working under different agencies in SWM, Drainage & Security Section of Secretary's Department etc. will be paid Puja exgratia @ Rs. 350/- (Rupees Three hundred fifty only) per head for the year 2010-11. The agencies will claim bill from the KMC authority after making payment to the persons working under them. Such payment shall be completed before the occasion.

This Circular is issued in terms of resolution adopted in the MMIC meeting held on 04.10.2010.

Sd/-
Municipal Secretary

PERSONNEL DEPARTMENT

D.M.C.(P)'s CIRCULAR No.01 /IIIA of 2010-11 Date :10.04.2010

In terms of the resolution of the Mayor-in-Council, vide Item No. M-175/ P-3 dated 12.03.10, it is hereby circulated for information of all concerned that the monthly remuneration of Contractual Medical Officers (General), who are working directly under the control of the KMC, is enhanced from Rs. 15,000/- (Rupees Fifteen Thousand) only to Rs. 22,000/- (Rupees Twenty Two Thousand) only, per month, consolidated.

This will take immediate effect.

Sd/-
A.Bandyopadhyay
O.S.D.&Dy.Mp.Commissioner (P)

D.M.C.(P)'s CIRCULAR No.02 /IIIA of 2010-11 Date: 10.04.2010

In terms of the resolution of the Mayor-in-Council, vide Item No. M-175/P-4 dated 12-03-2010, it is hereby circulated for information of all concerned that the monthly remuneration of contractual GNM qualified Nurses who are working directly under the control of the KMC, is enhanced from Rs. 7,000/- (Rupees Seven Thousand) only to Rs. 10,000/- (Rupees Ten Thousand) only per month, consolidated.

This will take immediate effect.

Sd/-
(A. Bandyopadhyay)
O.S.D.&Dy.Mp.Commissioner (P)

D.M.C.(P)'s CIRCULAR No.03 /IIIA of 2010-11 Date: 10.04.2010

In terms of the resolution of the Mayor-in-Council, vide Item No. M-175/ P-3 dated 12.03.10, it is hereby circulated for information of all concerned that the monthly remuneration of Contractual Medical Officers (Specialist), who are working directly under the control of the KMC, is enhanced from Rs. 17,000/- (Rupees Seventeen Thousand) only to Rs. 26,000/- (Rupees Twenty Six Thousand) only, per month, consolidated.

This will take immediate effect.

Sd/-
(A. Bandyopadhyay)
O.S.D.&Dy.Mp.Commissioner (P)

D.M.C(P)'s Circular No.04/III-B/ 2010-11 Date : 24.04.2010.

Sub : Change of nomenclature/ designation in respect of the posts of S.O (T.I.D) and Dy. Chief Engineer (C/M/E) in the pay-scale of C.M.E/ D.G.

The Mayor-in-Council in its meeting dated 20/04/2010 (Item No. MOA-179.13) resolved as follows:-

- I) The designation of the post of Special Officer (Transport Infrastructure Development) commonly known as S.O (T.I.D) will henceforth be known as Special Officer (Sewerage & Drainage).
- II) Those Dy. Chief Engineers (C/M/E) who are enjoying the pay-scale of C.M.E/D.G by virtue of 60:40 scheme or Career Advancement Scheme shall use the nomenclature Officer- on- Special Duty (OSD). Such Officers may be deployed as Controlling Officer where necessary.

This is for information of all concerned.

Sd/-
(A. Bandyopadhyay)
O.S.D & D.M.C(P)

D.M.C.(P)'s CIRCULAR No.05 /IIIA of 2010-11 Date :24.04.2010

It is hereby circulated for information of all concerned that the Mayor-in-Council, vide Item No. MOA 180.12 dated 23.04.10, has resolved the following :

- (i) The Data Entry Operators, who are working directly under the control of the KMC on daily rate basis are allowed for consolidated monthly remuneration instead of daily rate of remuneration.
- (ii) All the Data Entry Operators who are working directly under the KMC at a consolidated monthly remuneration, and those as mentioned in (i) above , will be entitled for the remuneration in the following manner :
 - a) The Data Entry operators working for more than 05(five) years continuously will get the remuneration @ Rs. 7000/-(seven thousand) per month consolidated.
 - b) The Data Entry operators working for less than 05(five) years continuously will get the remuneration @ Rs. 6000/-(six thousand) per month consolidated.

This will take effect from 01.05.2010.

Sd/-
(A. Bandyopadhyay)
O.S.D.&Dy.Mp.Commissioner (P)

D.M.C.(P)'s CIRCULAR No.06 /IIIA of 2010-11 Date:24.04.2010

In terms of the resolution of the Mayor-in-Council, vide Item No. MOA 180.12 dated 23. 04. 10 it is hereby circulated for information of all concerned that the monthly remuneration of Contractual Pharmacists and Laboratory Technicians, who are working directly under the KMC, is enhanced from Rs. 5000/-(Rupees Five Thousand) per month to Rs. 6,000/-(Rupees Six Thousand) per month, consolidated.

This will take effect from 01.05.2010.

Sd/-
(A. Bandyopadhyay)
O.S.D.&Dy.Mp.Commissioner (P)

D.M.C.(P)'s Circular NO. 07/ VIII of 2010-11 Date: 24/04/2010

Sub : Clarification on pay-fixation of departmental employees in cases of promotions / appointments to higher posts.

It is clarified that the pay of (1) the qualified departmental candidates to the post of Jr.Asstt., Driver, Teacher etc. and (2) promotees to higher posts shall be fixed in the following manner :-

- i) If it is seen that the pay of the departmental employee after fixation is less than the minimum entry pay (part E of CMFA's Circular No.23 of 2008-09 dt.07.03.09) of the higher post as applicable to the direct recruit candidates to the post to which appointment is given, the pay of the employee shall be fixed in such minimum entry pay of such higher post(s).

- ii) If it is seen that the pay of the departmental employees after fixation is higher than the minimum entry pay of the higher post to which appointment is given, the pay of the employee shall be fixed in the same stage in the pay scale of the newly appointed post. If there is no such stage the excess amount shall be absorbed in next/ subsequent increments.
- iii) The concerned employee may at his/ her option retain his/ her old pay scale until the date on which he/ she has earned his/ her next or any subsequent increments on the old scale of pay. The option shall be exercised within 30 days from the date of issue of the order for appointment to the higher post . The option once exercised is final.
- iv) It has been decided that an undertaking from the concerned employee is to be obtained before giving effect of fixation of pay as stated in (i) above. A pro-forma for undertaking is given overleaf.
- v) The aforesaid clarification shall take effect from 01.01.2006 and arrear payment shall be admissible.

This is issued as clarification to Personnel Deptt's Circular No.2 of 1997-98 dated 07.04.1997.

This Circular is issued with the approval of the Municipal Commissioner.

Sd/-
(A. Bandyopadhyay)
O.S.D. & D.M.C (Personnel)

Form of Undertaking

I hereby undertake to refund to the Kolkata Municipal Corporation any amount which may be drawn by me in excess of what is admissible to me on account of clarification as stated in D.M.C.(P)'s Circular No. 07/VIII of 2010-11 dt. 24/04/2010, if the decision of the State Govt. in respect of the aforesaid clarification turns out to be otherwise.

Date-	Signature-
	Name-
	Designation-
	Department-
	I.D. No.-

D.M.C.(P)'s CIRCULAR No.08 /2010-11 Date : 24.04.10

In terms of the resolution of the Mayor-in-Council, vide Item No. MOA 179.28 dated 20.04.10, it is hereby circulated for information of all concerned that the remuneration for Casual/Contractual Sub-Registrars is enhanced from Rs. 300/- (three hundred) to Rs. 400/- (four hundred) per shift per day and Rs.150/- (one hundred fifty) to Rs. 200/- (two hundred) for an additional shift on the same day.

This is to take effect from 01.05 2010.

Sd/-
(A. Bandyopadhyay)
O.S.D.&Dy.Mp.Commissioner (P)

DMC(P)'s Circular No. 10/ 2010-2011 Date : 06.05.2010

In terms of the resolution of Mayor – in – Council adopted in its meeting held on 20.04.2010, it has been decided that some Junior Assistants will be recruited from amongst the eligible in-house

employees of the KMC [below the pay scale of Jr. Assistant] by way of a departmental examination through the Municipal Service Commission (MSC) shortly.

Accordingly, applications in plain paper are invited from the interested KMC employees possessing the following eligibility criteria :

- i) A certificate in Madhyamik Examination pass from the Board of Secondary Education, West Bengal or its equivalent [Supported by proper entry in Service Book].
- ii) Age of the candidate shall not be more than 50 (fifty) years as on the date of publication of this notice ie 06.05.2010.

Intending KMC employees fulfilling above criteria are requested to apply through their Controlling officers/Heads of the Departments on or before 15.06.2010 in the following prescribed proforma :

To
The Municipal Commissioner
The Kolkata Municipal Corporation
5, S.N. Banerjee Road, Kolkata – 700 013

Sir,

With reference to the Circular No. _____ dated _____ , I would like to offer myself as a candidate for recruitment to the post of Junior Assistant in the Kolkata Municipal Corporation as an in-house employee.

My Bio-Data are given below for favour of your kind consideration.

1. Name (BLOCK LETTER) :
2. Employee_Id No. :
3. Father's name/ Husband's name :
4. Date of Birth(as recorded in S/Book) :
5. Age as on 06.05.2010 :
6. Date of joining in the KMC :
7. Name of present Department :
8. Present Post/Designation :
9. Scale of pay for the post :
10. Qualification (attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD) :
11. Whether SC/ST/BC/PH* (If yes, attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD and also enclose an attested copy of the caste certificate) :

I do hereby solemnly declare and affirm that the information furnished above is true to the best of my knowledge and belief.

Date :

Full signature of the candidate

This is to certify that particulars furnished herein above have been verified from the service records of the candidate and are found to be correct and his/her application is forwarded for consideration.

Head of the Department/ Controlling officer

N.B. : 1. Entries noted in the Service Book as on the date of issue of this notice will be considered valid only. No entry recorded in the S/Book after the date of issue of this notice will be considered for determining eligibility for appearing in the examination.

2. Application complete in all respect must reach the Personnel Department on or before 15.06.2010 through the respective Controlling Officer / HOD positively.
3. Candidates should firmly staple at the top left hand corner of the application two passport size recent photographs with signature in full in reverse side of the photographs duly attested by the HOD/CO of the department on the front side.
4. Incomplete applications viz. wrongful entry, without entry of any column or without enclosures as sought for will be rejected.
5. All applications must be forwarded to the Personnel Department through the present department of the applicant.

Sd/-

(A.Bandyopadhyay)

Dy. Municipal Commissioner (Personnel)

DMC(P)'s Circular No. 15 /DIV-I/ 2010-2011 Date: 23.06.2010

Sub : Obtaining of NOC for granting of HBL from KMC Authority in favour of KMC's employee.

It is notified for information to all concerned that the matter of obtaining ex-post facto permission as contemplated in DMC(P)Circular No 49/1/2009-10 has been considered with the views of the Mpl.Commissioner dated 25.05.2010, as follows –

- 1) Since the KMC has already sanctioned House Building Loan to a KMC employee considering all procedural measures on the part of the Functional Deptt. ,HBL Cell, Finance and Accounts Deptt., and Law Deptt, such loan may be treated as Suo-Motto issue of NOC along with the grant of further installment of loan. Further grant of ex-post facto permission in these cases are not required.
- 2) The KMC employees who will henceforth apply for HBL from KMC for purchasing/ constructing immovable properties ,the respective Controlling Officer/HOD will issue NOC subject to verification of relevant documentary evidences to be submitted by the applicant, by observing other usual formalities along with the application form of HBL.
- 3) Ex-post facto permission /NOC as per DMC(P) Circular No 49/1/2009-10 will remain unaltered for purchase /acquire of movable/immovable properties worth Rs10000/- and above where such purchase has been made from other financial organization or from other sources of fund.

This is issued under approval of the Municipal Commissioner.

Sd/-

(A. Bandyopadhyay)

OSD & DMC(P)

DMC(P)'s Circular No. 17 /IVC/ 2010-11 Date: 14.07.2010

In terms of the resolution adopted by the Mayor-in-Council in its meeting held on 15.01.2010 & 23.04.2010 respectively, it has been decided that the Peon/Mazdoor etc appointed in KMC under Special Regulations prior to 15.01.2010 with higher qualification be absorbed as Peon/Junior Assistant/Teacher, as the case is, in the KMC in terms of the resolution dated 15.01.2010, if necessary, through a test/interview.

The MIC in its meeting dated 15.01.2010 resolved as follows:-

- (a) Candidates possessing a degree of a recognized University or its equivalent and above be considered for appointment to the post of Junior Assistant and / or Teacher, KMCP School.
- (b) Candidates with educational qualification of at least Class-VIII pass from a Govt. recognized school and above but below degree holder be considered for appointment to the post of Peon

(c) All other candidates be considered for appointment to the post of Mazdoor/Sweeper etc.

Accordingly, KMC employees fulfilling the above criteria are advised to apply through their Controlling Officers/Heads of Departments on or before 31/07/2010 in the following prescribed pro-forma :-

The Municipal Commissioner
The Kolkata Municipal Corporation
5, S.N. Banerjee Road, Kolkata – 700 013

Sir,

With reference to the Circular No. _____ dated _____, I would like to offer myself as a candidate for absorption to the post of _____ under the Kolkata Municipal Corporation as an in-house employee & joined in KMC service under Spl. Regulations.

My Bio-Data are given below for favour of your kind consideration.

- 1) Name (BLOCK LETTER) :
- 2) Employee_Id No. :
- 3) Special No. :
- 4) Father's name/ Husband's name :
- 5) Date of Birth (as recorded in S/Book) :
- 6) Date of joining in the KMC under Spl. Regulations :
- 7) Name of present Department :
- 8) Designation at the time of joining :
- 9) Present post/ designation:
- 10) Qualification at the time of joining:
- 11) Present qualification:
- 12) Copy of the first page of Service Book

duly endorsed by the Controlling Officer/H.O.D :

I do hereby solemnly declare and affirm that the information/ particulars furnished above are true to the best of my knowledge and belief.

Date:

Full signature of the candidate

This is to certify that particulars furnished herein above have been verified from the service records of the candidate and are found to be correct and his/her application is forwarded for consideration.

Head of the Department/ Controlling Officer

- N.B.:
1. Application complete in all respect must reach the Personnel Department on or before 31/07/2010 through the respective Controlling Officer / HOD positively.
 2. Candidates should firmly staple at the top left hand corner of the application two passport size recent photographs with signature in full in reverse side of the photographs duly attested by the HOD/CO of the department on the front side.

3. Incomplete applications viz. wrongful entry, without entry of any column or without enclosures as sought for will be rejected.
4. All applications must be forwarded to the Personnel Department through the present department of the applicant.

Sd/-
(A.Bandyopadhyay)
Dy. Municipal Commissioner (Personnel)

D.M.C.(P)'s CIRCULAR No. 21 /VIII/2010-1 Date: 30.07.2010

Sub : Modified scales of pay and schemes of promotion for Field Workers and General Duty Attendant under Health Deptt., KMC with modification in Recruitment Regulations of Field Worker, General Duty Attendant and Multipurpose Health Asst.

The Mayor-in-Council in its meeting dated 15.01.2010 approved the following with a view to bringing/introducing :-

- i) Uniformity in the pay-scales of Field Workers(F.W.) under Slaughter House, Burial Grounds (Hindu & Muslim) & Multipurpose Health Work and General Duty Attendant (G.D.A.), General Duty Service.
- ii) One common set of R/Regulations for the post/cadre of Field Worker (Gr-III) by inclusion of the qualification class VIII pass.
- iii) Modification of R/Regulations for post of Multipurpose Health Assistant(Gr-III) for opening of uniform scope of promotion of Field Worker under Slaughter House, Burial Grounds and Multipurpose Health Work along with G.D.A.
- iv) Modification of R/Regulations for the post/cadre of GDA for keeping parity with the Recruitment Regulations for the post/cadre of Field Worker.

This is issued in partial modification of Personnel Department's Circular No. 75 of 1996-97 dt. 30/01/1997.

Tier promotion scheme :

Field Worker (F. W.)

Slaughter House Service	Muslim Burial Ground Service	Crematorium/Hindu Burial Ground Service	Multipurpose Health Work Service
Field Worker (Gr-I) Rs.5400-25200/-, G.P.2300/-	Field Worker (Gr-I) Rs.5400-25200/-, G.P.2300/-	Field Worker (Gr-I) Rs.5400-25200/-, G.P.2300/-	Field Worker (Gr-I) Rs.5400-25200/-, G.P.2300/-
Field Worker (Gr-II) Rs.5400-25200/-, G.P.2100/-	Field Worker (Gr-II) Rs.5400-25200/-, G.P.2100/-	Field Worker (Gr-II) Rs.5400-25200/-, G.P.2100/-	Field Worker (Gr-II) Rs.5400-25200/-, G.P.2100/-
Field Worker(Gr-III) Rs.4900-16200/-, G.P.1700/-	Field Worker(Gr-III) Rs.4900-16200/-, G.P.1700/-	Field Worker(Gr-III) Rs.4900-16200/-, G.P.1700/-	Field Worker(Gr-III) Rs.4900-16200/-, G.P.1700/-

General Duty Attendant (G.D.A.)

Designation	Pay Scales
General Duty Attendant (Gr.-I)	Rs.5400-25200 + G.P Rs. 2300/-
General Duty Attendant (Gr.-II)	Rs.5400-25200 + G.P Rs. 2100/-
General Duty Attendant(Gr.-III)	Rs.4900-16200 + G.P Rs. 1700/-

The existing employees enjoying the pay-scale other than that of the above will be personal to them. All future appointment/promotion to the post of F.W (Gr-I)/ F.W(Gr-II)/F.W.(Gr-III) and G.D.A(I/II/III) will be made abiding by the aforesaid pay scales. No. of post of Field Worker and G.D.A will be divided among the three grades in the ratio of 5:4:1. After adding the no. of posts of Sr.Field Worker and Field Worker under Multipurpose Health Work Service, the total no. of post will be divided among three grades in the ratio of 5 : 4 : 1.

Recruitment Regulations:-

The modified Recruitment Regulations for the post/cadre of Field Worker under Slaughter House Service, Muslim Burial Ground Service, Crematorium/Hindu Burial Ground Service, Multipurpose Health Work Service and General Duty Attendant, General Duty Service will be as follows :-

Field Worker (Gr - I) - [Rs.5400-25200/-,Grade Pay-2300/-] By promotion from the employees borne in the common gradation list of Field Worker(Gr-II) cadre of the respective service.

Field Worker (Gr - II) - [Rs.5400-25200/-,Grade Pay-2100/-] By promotion from the employees borne in the common gradation list of Field Worker(Gr-III) cadre of the respective service.

Field Worker (Gr - III) - [Rs.4900-16200/-, Grade Pay-1700/-] By direct recruitment observing necessary formalities.
Qualifications for direct recruitment:- i) Class-VIII pass certificate from a Govt. recognised school. ii) Age not more than 37 years on the 1st January of the year of advertisement.

NB :- (a) Muslim candidates will only be eligible where “Halal” methods of slaughtering is performed(applicable for Slaughter House Service).

(b) Only Muslim candidates are eligible(applicable for Muslim Burial Ground Service).

(c) Muslim candidates are not suitable (applicable for Crematorium /Hindu Burial Ground Service/Pig Slaughter House).

General Duty Attendant (Gr.-I) - [Rs.5400-25200/-,G.P.Rs.2300/-] By promotion from the employees borne in the common gradation list of GDA(Gr.-II).

General Duty Attendant (Gr.-II) - [Rs.5400-25200/-,G.P.Rs.2100/-] By promotion from the employees borne in the common gradation list of GDA(Gr.-III).

General Duty Attendant (Gr.-III) - [Rs.4900-16200/-,G.P.Rs.1700/-] By direct recruitment observing necessary formalities.
Qualifications for direct recruitment :
i) Class-VIII pass certificate from a Govt. recognized school.
ii) Age not more than 37 years on the 1st January of the year of advertisement.

For opening of uniform scope of promotion of G.D.A. and Field Worker of Slaughter House Service, MBG Service, Crematorium/Hindu Burial Ground Service and Multipurpose Health Work Service, the Recruitment Regulations for the post of MHA (Gr-III) will be as follows :-

Multipurpose Health Assistant (MHA)(Gr- III)
Rs. 5400-25200+G.P. Rs.2600/-

Method of recruitment :

By promotion from the employees borne in the combined Common Gradation List of Field Worker (Gr-I/II/III) of Slaughter House Service, Muslim Burial Ground Service, Crematorium/Hindu Burial Ground Service and Multipurpose Health Work Service and G.D.A(Gr-I/II/III), General Duty Service, possessing at least Madhyamik Examination pass Certificate from the West Bengal Board of Secondary Education or its equivalent.

Seniority shall be determined from the date of joining to the base post /cadre of Field Worker and G.D.A.

Failing which the post shall be filled up by direct recruitment observing necessary formalities.

Qualification for direct recruitment

- i) Madhyamik Examination pass Certificate from the West Bengal Board of Secondary Education or its equivalent.
- ii) Diploma /Certificate for Sanitary Inspector Course from the Local Self Govt. / recognized Institutions.

Or

3 years field experience as Primary Health Worker under the State Govt./ Local Self Govt.

- iii) Age not more than 37 years on 1st January of the year of the advertisement.

Functional designations under different services/cadres :-

1. **Slaughter House Service-** Field Worker(Gr-III) cadre includes the posts of Mollah, Sacrificer, Butcher, Stamper, Mazdoor(Slaughter Houses), Mazdoor (Pig Slaughter Houses).
2. **Muslim Burial Ground Service-** Field Worker(Gr-III) cadre includes the posts of Grave Digger, Mazdoor, Dome. Field Worker (Gr-II) cadre includes the posts of Sarkar (M.B.G)
3. **Hindu Burial Ground/Crematorium/Burning Ghat service-** Field Worker(Gr-III) cadre includes the posts of Dome, Mazdoor, Grave Digger. Field Worker (Gr-II) cadre includes the posts of Jamadar (Burning Ghat), Sarkar (Hindu Burial Ground).
4. **Multi purpose Health Work Service-** Field Worker(Gr-III) cadre includes the posts of Mazdoor (Vector Control), Mazdoor (Disinfection), Mazdoor (Dog pound), Ward Mazdoor (Maternity Homes). Field Worker (Gr-II) cadre includes the posts of Sarkar (Vector Control), Sarkar (Disinfection), Jamadar (Health Adm.HQ).
5. **General Duty Attendant Service-** General Duty Attendant (Gr-III) cadre includes the posts of Ambulance Attendant, Ward Attendant, Female Helper, Maid Servant, Kitchen Helper, Cook, Milk Distributor, Assistant Pharmacist, Helper (Bustee), Khalasi, Dog Catcher.General Duty Attendant (Gr-II) cadre includes the posts of Female Attendant, Dresser, Dispenser, Register Writer, Laboratory Assistant, Laboratory Assistant-Cum-Sample Collector, Sarkar (Dog Catching), Jamadar (Ambulance).

N.B.:- Considering the specific nature of job, the functional designations under the respective common cadre as stated above will continue like other common cadres.

The above is issued with concurrence of the Hon'ble Mayor.

Sd/-
(A.Bandyopadhyay)
OSD & DMC(P)

D.M.C.(P)'s Circular NO.23 of 2010-11 Date : 06.08.2010.

Re: Implementation of HR System.

This is for information of all concerned that Employee Creation through computerized HR Module has started functioning w.e.f 07.07.2010 . Now onwards, the jobs relating to (i) Employee Creation, (ii) Corrections in employee's details or (iii) Updating of employee data and similar other works will be made through HR System as per enclosed pro-forma (given in enclosure A).

Following the creation of new employee through HR System, Data Entry Form as per enclosed pro-forma (A) will be generated through HR System and will be sent to the concerned department for filling up of the Pay Roll part of the form.

The concerned department where the particular employee is posted, will fill up the form for Pay Roll (as given in enclosure B), and will send back the filled up form of Pay Roll to Pay Roll Section, S.R.& A.C Cell.

It is also to be noted that, Mpl. Commissioner's Circular No. 41 of 2007-08, dt. 22.01.08. will remain in force as usual and in the list of transferee incoming employees, the date of joining in the concerned department henceforth will required to be mentioned.

This Circular is issued as per approval of Mpl. Commissioner dt. 06.08.2010.

(Enclosures 'A' and 'B' in Page No. - 140)

Sd/-
OSD & DMC(P)

D.M.C.(P)'s Circular NO. 38 /III-D of 2010-11 Date :10/11/2010

Sub : Modification of designations.

It is notified for information of all concerned that the Municipal Commissioner by his order dated 17.09.2010., has considered and approved the changes in the three below mentioned designations of boroughs XIII, XIV, XV with a view to keeping parity of the same with the city proper :

<u>Existing designations</u>	<u>Modified designations(Scale mentioned is pre-ROPA-2009)</u>
1. Mistry (Rs. 3000-5230/-)	1. Jr. Mechanic (Rs. 3000-5230/-)
2. Pump operator (Rs. 3000-5230/-)	2. Pump Room Attendant (Rs. 3000-5230/-)
3. Junior Pipeline Mistry (Rs. 3000-5230/-)	3. Jr. Mechanic (Rs. 3000-5230/-)

Sd/-
(A. Bandyopadhyay)
O.S.D & D.M.C(P)

D.M.C.(P)'s Circular No. 40/VIII of 2010-11 Date : 10.12.2010

Pursuant to the G.O. Nos. 162/MA/O/C-9/2A-1/2010 dated 23.04.10 and 468/MA/O/C-9/2A-1/2010 dated 12.10.10 of the Department of Municipal Affairs, Govt. of West Bengal; all Controlling Officer/Heads of Deptts./Offices/Boroughs are requested to kindly arrange to furnish information/ particulars in respect of casual/daily rated workers directly engaged by KMC in order to implement various schemes/projects/works and who are continuously attached for not less than 10 years as on 01.04.2010 and has rendered service for at lease 240 days in each year in the following prescribed proforma :

Name of the Department / Office.....

Sl. No.	Name of the Worker	D.O.B.	Qualification	Working as (Designation)	Date of engagement as casual/daily rated workers	Remuneration	Approving authority and data of approval or such engagement

The above mentioned G.O states, *inter alia*, that, “No further engagement of such casual or daily rated workers in the KMC after 23.04.2010 shall entertained. Any further engagement of such casual/daily rated workers will be personally liable to violation of the Govt. order.’

Sd/-
(A. Bandyopadhyay)
DMC(P) & OSD

D.M.C.(P)’s Circular NO. 44 / VIII of 2010-11 Date :13/01/2011

Sub: Clarification on pay-fixation of departmental employees in cases of promotions/ appointments to higher posts.

The following clarification is being given in partial modification of item no.(ii) of the DMC(P)’s Circular No 07/VIII of 2010-11 dated 24.4.2010 :-

a) If the pay of the departmental employee in the lower post is higher than the minimum entry pay of the higher post carrying duties and responsibilities of greater importance than those attached to the post held by him, the pay of the employee shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment plus difference of grade pay between the higher and lower post.

b) If the departmental employee with higher grade pay is appointed to a post the grade pay of which is lower than those attached to the post held by him/her, the pay shall be fixed at the same stage in the lower pay band with corresponding grade pay attached to the lower post on and from the date of joining to the new post.

c) Increment may be allowed according to CMFA’s Circular No. 23 of 2008-09 dated 07.03.09. The aforesaid clarification shall take effect from the respective date of joining of the employee.

This Circular is issued with the approval of the Municipal Commissioner.

Sd/-
A. Bandyopadhyay
O.S.D. & D.M.C (Personnel)

Form of Undertaking

I hereby undertake to refund to the Kolkata Municipal Corporation any amount which may be drawn by me in excess of what is admissible to me on account of clarification as stated in D.M.C.(P)'s Circular No. 07/VIII of 2010-11 dt. 24/04/2010, if the decision of the State Govt. in respect of the aforesaid clarification turns out to be otherwise.

Date-
Signature-
Name-
Designation-
Department-
I.D. No.-

D.M.C.(P)'s CIRCULAR No. 54/IIIA OF 2010-11 Date : 11.12.10

In terms of the resolution of the Mayor-in-Council, vide Item No. MOA 8.4, dated 11.11.2010, it is hereby circulated for information of the Health department that the remuneration for Contractual Consultant Entomologists under Health department is enhanced from Rs. 15000/- (Rupees fifteen thousand only) to Rs. 22000/- (Rupees twenty two thousand only) per month.

This is to take effect from the date of the meeting of the MIC, i.e 11.11.10, and will be in force until further order.

Sd/-
(A. Bandyopadhyay)
O.S.D.&Dy.Mp.Commissioner (P)

PENSION CELL

Joint Commissioner (G)'s Circular No. 001 of 2010-11 Date: 01.04. 2010

Payment of pension of KMC pensioners through Joint Bank Account in authorized Bank operated by a pensioner with his/her spouse, falling in line with those of State Govt., was implemented in the KMC vide Circular No Ch. Manager/Pen/Cir/004/2008-09 dated 23- 10-08.

Presently, there was no cheque facility available in the Pensioners' Bank Account causing inconvenience to the aged pensioners/family pensioners. The KMC Authority, after due consideration, passed orders that henceforth there will be no bar for 'granting cheque facility to the pensioners'/ family pensioners' Bank Account.

All Controlling Officers/Heads of Departments/Directorates/Offices and Borough Executive Engineers are being informed accordingly.

This is issued at the instance of the Hon'ble Mayor.

Sd/-
Joint Municipal Commissioner (G)

PROVIDENT FUND SECTION

Municipal Commissioner's Circular No. Ch. Manager /PF/MC/Cir/002 of 2010-11. Date: 20.04. 2010.

As per recommendation of the Mayor-in-Council dated 09.04.2010 vide item No. M178.17, the employee(s) who are in service of the K.M.C. and are now guided under Contributory Provident Fund Scheme may exercise revised option if any such employee(s) wants to come under D.C.R.B Regulations, 1982.

The revised option on plain paper in the following format may be submitted to the Chief Manager (S.R.A/C. & P.F.) through concerned Controlling Officers / Head of the Deptt. within 30.4.2010 the latest.

- (a) NAME
- (b) DESIGNATION :
- (c) P.F. A/c. No.
- (d) I.D. No.
- (e) I want to revise & resubmit my earlier option. I want to come under DCRB Regulations,1982.
- (f) Full signature of the applicant :

It is to be noted that if any employee(s) who is/are now guided under C.P.F., do not revise/resubmit their earlier option, will continue to be guided by C.P.F. Scheme.

Sd/-
(ARNAB ROY)
Municipal Commissioner.

SERVICE RECORD & ACCOUNTS CELL

Circular No. Ch. Manager / Pen / Cir/ 003 of 2010-11 Date: 22.04.2010

Re : Grant of Relief of Pension to the Pensioners/Family Pensioners of the KMC w.e.f. April 01, 2010.

In pursuance of the Memo No. 151 / MA/O/C-9/2P-29/ 2009 dt. 20.04.2010 of the Department of Municipal Affairs, Government of West Bengal, it has been decided by the Authority of the Kolkata Municipal Corporation that Dearness Relief on monthly pension / family pension shall be paid to the Pensioners/Family Pensioners of the KMC at the rate of 27% of basic pension/family pension with effect from April 01,2010 onwards in supersession of the rate mentioned in the Memo No. 453/MA/O/C-9/2P-29/2009 dt. 23.12.2009 of the Department of Municipal Affairs, Govt. of W.B.

Payment of relief on pension / family pension involving a fraction of rupee shall be rounded off to the next higher rupee.

As relief will now be at uniform rate of 27%, the calculation of the quantum of relief on pension / family pension to be done for each individual case by the Pension Cell.

Other provisions governing grant of relief to pensioners not mentioned in this circular such as regulation of relief during employment / re-employment, regulation of relief where more than one pension drawn etc. will remain unchanged.

This circular is issued at the instance of the Municipal Commissioner.

Sd/-
Chief Manager
(S.R.A/C.& Pension)

PROVIDENT FUND SECTION

Municipal Commissioner's Circular No. Ch. Manager/ PF/ MC/ Cir/ 004 of 2010-11
Date: 04.05.2010

In terms of the recommendation of the Mayor-in-Council vide item No. M178.17 in its meeting dated 09.04.2010, followed by Municipal Commissioner's Circular No. Ch. Manager/ PF/ MC/ Cir/ 002 of 2010- 11 dt. 20.04.2010, the undernoted employees of the K.M.C. have made appeal in writing to allow them to revise & resubmit their earlier option with intention to come under D.C.R.B. Regulations, 1982.

Sl. No.	Name	Designation	Department	I.D. No.	P.F. No.
1.	Sri Pratap Chandra Maiti.	Addl.Mp1.Secretary.	Mp1. Secretary.	42413	22334
2.	Smt. Joyasree Bose.	Asst. P.O.	Personnel	19206	21247
3.	Sri Santi Charan Chatterjee.	Sr. Bailiff, Gr. II	Licence	24110	22169
4.	Sri Kamal Kumar Chanda.	Admn. Officer	SWM - I (Br. XIII)	41915	18830
5.	Sri Swapan Kumar Ghosh.	Dy. Manager (Mkt.)	Market.	29600	20174
6.	Sri Dilip Kumar Dutta.	Inspector	A-C (South)	17490	21458
7.	Smt. Pampa Dey.	H.A. (IFU- Br. XII)	F&A	31822	23734
8.	Smt. Sandhya Chatterjee	Sr. Bailiff (Gr. I)	Health	29485	20564
9.	Sri Champak Kumar Aich.	D.L.O.	Licence	41914	20035
10.	Md. Nasiruddin.	Field Worker (Gr. III)	Health	19856	L42883
11.	Smt. Sabari Dey.	Inspector	A-C (South)	26328	23801
12.	Smt. Gargi Conrad.	Asstt. Secy. (Br. V)	Secretary	32899	20666
13.	Sri Anjan Dey.	Asstt. Treasurer (GRU)	Treasury	29760	2393\$)
14.	Sri Mohan Kumar Singh.	Inspector	A-C (SSU)	29946	22675
15.	Sri Saktipada Mukherjee	Inspector	A-C (GRU)	25683	20961

Above mentioned employees have been allowed to come under the Kolkata Municipal Corporation D.C.R.B. Regulations, 1982 w.e.f. April, 2010.

The contributions towards Provident Fund of these 15 employees for the month of May, 2010 onwards will be treated as G.P.F. contribution and will be shown in their respective monthly salary bills against deductions. The Provident Fund contribution (CPF) for the month of April, 2010 in respect of such 15 employees may be adjusted against G.P.F. subscription by necessary book transfer/ adjustment.

This is circulated for information & necessary action of all concerned.

Sd/-
(ARNAB ROY)
Municipal Commissioner.

PENSION CELL

Circular No. Ch. Manager /Pen/Cir/005/2010-11 Date: 10.06.2010

It is observed with concern that there are some pensioners who retired on or after 01.01.2006 and are getting pension in the pre-revised scale. The pension of such pensioners will have to be revised and as such Circular No. Ch. Manager/Pen/Cir/010/2009-10 dated 09.09.2009 was issued for sending P. File & S. Books of such persons to the Pension Cell after updating the S. Book by incorporating revised pay-structure, duly vetted by respective I.F.U.s, together with revised Form No. I and an option in plain paper (both endorsed by concerned C.O./ H.O.D.) by the incumbent regarding his/her willingness to have difference of commutation.

The last date for sending such files to the Pension cell, if not already sent, has been re-fixed as 31st July, 2010.

This is issued at the instance of the Jt. Municipal Commissioner (Gen.).

Sd/-
Chief Manager (S.R.A/c. & Pension)

SERVICE RECORDS & ACCOUNTS CELL

Circular No. Ch. Manager/S.R.&A.C./Cir./006/2010-11 Date : 09.09.2010.

This is for information to all concerned that actions towards preparation of salary bills for the month of September' 2010 and October' 2010 shall have to be taken in accordance with the chart as depicted here under –

Month	Last date for collection of TXN by functional Departments	Last date for generation of allocation
September'2010	04.09.2010	15.09.2010
October' 2010	23.09.2010	11.10.2010

It is reiterated that the allocations that shall have not been collected by the respective dates as mentioned here in above will be generated automatically taking the available data into consideration on the above-mentioned dates and no further correction will be entertained after generation of such Allocation. Short / excess payment, if any, will be adjusted in the salary bill of the following month.

Sd/-
Chief Manager
S.R. & A.C.

SERVICE RECORDS & ACCOUNTS CELL

Circular No. Ch. Manager/Pension/Cir/007 / of 2010-11 Date: 20.11.2010

Re : Restoration of commuted portion of pension of the K.M.C. pensioners.

With due consideration to the Memo No. 9765-F dated 19.8.1987 read with No. 4159-F dated 26.04.1990 of the Government of West Bengal, Finance Department, Audit Branch, Hon'ble Mayor by his orders dated 12.11.2010 has approved restoration of the commuted portion of pension to a K.M.C. pensioner after completion of 15 years from the date of retirement, irrespective of the date of commutation. Such benefit will be applicable to "the pensioners who on 01.11.2010 or thereafter have completed .or will complete 15 years from their respective dates of retirement and will have their commuted portion of pension restored w.e.f. 01.11.2010 or after completion of 15 years from date of retirement whichever is later.

This is issued with the approval of the Municipal Commissioner dated 18.11.2010.

Sd/-
Chief Manager
(S.R. & A.C)

SERVICE RECORDS & ACCOUNTS CELL

Circular No.: Ch. Manager/Pens/Cir/008 of 2010-11 Date: 07.12.2010

Re : Grant of Relief on Pension to the Pensioners / Family Pensioners of the Kolkata Mpl. Corporation w.e.f. December 01, 2010.

In pursuance of the Memo No. 519/ MA/ 0 / C-9/ 2P-29/ 2009 dated 02.12.2010 of the Department of Municipal Affairs, Government of West Bengal, it has been decided by the Authority of the Kolkata Municipal Corporation that Dearness Relief on monthly pension / family pension shall be paid to the pensioners / family pensioners of the K.M.C. at the rate of 35% of basic pension / family pension with effect from December 01, 2010 onwards in supersession of the rate mentioned in the Memo. No. 151/ MA/ 0/C-9/ 2P-29/2009, dated 20.04.2010 of the Department of Municipal Affairs, Govt. of W.B.

Payment of relief on pension / family pension involving a fraction of rupee shall be rounded off to the next higher rupee.

As relief will now be at uniform rate of 35%, the calculation of the quantum of relief on pension/ family pension payable to be done for each individual case by the Pension Cell.

Other provisions governing grant of relief to pensioners not mentioned in this Circular such as regulation of relief during employment/ re-employment, regulation of relief where more than one pension is drawn etc. will remain unchanged.

This Circular is issued at the instance of the Municipal Commissioner.

Sd/-
Chief Manager
(S.R. A/C. & Pension)

SERVICE RECORDS & ACCOUNTS CELL

Circular No. Ch. Manager/ Pen/ Cir/ 009/ 2010-11 Date: 06.01.2011

Re : Income-ceiling for entitlement of family pension in favour of widowed / divorced / un-married daughter and “dependent parents” of the K.M.C. employees/ pensioners.

With due consideration to the Memo No. 731- F (Pen) dated 12.08.2009 of the Government of West Bengal, Finance Department, Pension branch, the Mayor-in-Council in its meeting dated 26.11.2010 approved that the income-ceiling for entitlement of family pension in favour of widowed/ divorced/ un-married daughter and “dependent parents” of the K.M.C. employees/ pensioners be raised to Rs. 3500/- (Rupees three thousand five hundred) only per month. This will take effect on and from 12.08.2009 in respect of the K.M.C. employees/ pensioners/ family pensioners enjoying similar benefits as of the State Government employees/ pensioners.

This is issued at the instance of the Municipal Commissioner dated 06.01.2011.

Sd/-
Chief Manager
(SRA/C & Pension)

SERVICE RECORDS & ACCOUNTS CELL

Circular No. Ch. Manager/S.R. &A.C/Cir./010 of 2010-11 Date: 25.01. 2011

All Controlling Officers, Heads of Departments/ Directorates/ Offices and Borough Executive Engineers are hereby informed that change(s)/ correction(s) of the Salary Bank-account(s) of any K.M.C. employee(s) may be made if such application(s) is/are received from willing K.M.C. employee(s) through their respective C.O.s / H.O.D.s along with the N.O.C. from their existing Banks.

This is issued at the instance of the Municipal Commissioner dated 25.01.2011.

Sd/-
Chief Manager (S.R. & A.C.)

TREASURY DEPARTMENT

Municipal Treasurer's Office Order No. 10 of 2010-11 Date: 17.08.2010

All the Asst. Treasurers / Supervisors of the CCC's and CSC's under the Treasury department are hereby directed to follow the under mentioned instructions strictly :-

- No armed guard / un-armed guard of the private agencies should be allowed to report for duty without the identity card and proper uniform provided by the agencies.
- One charge hand-over/ key hand-over log book should be kept in the department herein, all the armed guards / un-armed guards will put their signatures during the shift change and record any unusual event regarding security in the log book.
- No arms should be kept in the department under any circumstances. Armed guards will have to carry their arms while on duty and should leave the premises along with their arms when their duty ends.
- Attendance registers and the log books should be checked by the AT/Supervisors everyday.
- Absence of any armed guard/un-armed guard should be brought to the notice of the security service provider on the very day of absence of any guard.

For immediate compliance please.

Sd/-
Treasurer

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA – 700 001

ORDER

No. 119/MA/O/C-4/3B-1/2004

Dated, Kolkata, the 5th day of March, 2009

WHEREAS in terms of provisions of sub-section (1) section 131 of the Kolkata Municipal Corporation Act, 1980 (West Bengal Act LIX of 1980) (hereinafter referred to as the said Act) the Annual Budget of the Kolkata Municipal Corporation (hereinafter referred to as the said Corporation) shall be adopted by the said Corporation on or before the 22nd day of March in each year;

AND WHEREAS as per the Model Code of Conduct for the ensuing Parliamentary Election, which has come into force, the said Corporation has been restrained from announcing any financial grants in any form or promises thereof, and from making any promise of construction of roads, provisions of drinking water facilities, the Annual Budget of the said Corporation cannot be adopted, and thus difficulty is arising in giving effect to the provisions of sub-section (1) section 131 of the said Act (hereinafter referred to as the said difficulty);

AND WHEREAS the said Corporation, has resolved to adopt an interim income and expenditure for the 1st Quarter of 2009-2010, in place of preparation of annual budget as per provisions of subsection (1) section 131 of the said Act;

NOW, THEREFORE, in exercise of the power conferred by section 634 of the said Act, the Governor, in order to remove the said difficulty, is placed hereby to approve adoption of the interim income and expenditure for the 1st Quarter of 2009-2010, in place of preparation of annual budget as per provisions of sub-section (1) section 131 of the said Act.

By Order of the Governor
Sd/- K.C. Mondal
Jt. Secy. to the Govt. of West Bengal

No. 119/MA/O/C-4/3B-1/2004

Dated, Kolkata, the 5th day of March, 2009

Copy forwarded for information and necessary action to the Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata – 700 013.

Joint Secretary

The Kolkata Municipal Corporation
MASTER DATA INPUT FORM
(All entry should be in Block Letter)

Enclosure - 'A'

A : INFORMATION TO BE FILLED UP BY HR SYSTEM

Name:	Employee ID :
Father's Name :	
Mother's Name :	
Spouse Name :	Spouse in govt. Service (Yes/No) :
Date of Birth :	Date of joining :
Marital status:	Religion :
Qualification :	Caste :
Handicapped (Yes/No) :	Sex :
Cadre :	Category :
Designation :	Badge no. :
Labour/Non-Labour :	Indoor/Outdoor :
Address (Present) :	
Permanent :	
Department :	Sub-department :

Signature of Addl. P.O./DPO-V

Enclosure - 'B'

B : INFORMATION TO BE FILLED UP FOR PAYROLL BY CONCERNED DEPARTMENT

Unit office :	Rest Day :
Part/Divn/Section/Sub-Office :	Ward :
Pay scale :	Basic Pay :
Conveyance allw :	Pay Group :
Travelling Allw :	Budget Code :
Lead allw :	LWP (Yes/No) :
Factory Act (Yes/No) :	ESI(Yes/No) :
Stop MA (Yes/ No) :	Stop HRA (Yes/No) :
Fixed HRA (Yes /No) :	Fixed HRA-Amount :
Bank Name :	MICR No. :
Branch Name :	Account No. :
Contact No. of the Establishment :	PAN :

Signature of HOD/Controlling Officer