



THE KOLKATA MUNICIPAL CORPORATION  
MUNICIPAL SECRETARY'S DEPARTMENT  
CMO BUILDINGS  
5 S N BANERJEE ROAD, KOLKATA 700013

DATED 14<sup>th</sup> JULY, 2016

CIRCULAR NUMBER 13 OF 2016-17

It is for the information of all concerned that the proforma as well as format of photo identity cards for the directly contractual employees and that for the agency provided workers has been modified by the KMC authority after due consideration. The changes will be made in the following manner:

Category	Format (Enclosed)	Issuing Authority	Cost borne by
Directly Contractual Employees	Format – A (Portrait)	Controlling officer/HOD from where employees are getting honorarium/ consolidated pay	KMC
Agency Provided Workers	Format – B (Landscape)	Controlling officer/HOD from where employees are getting wages	Concerned Agency

A. Identity Card Cell of Municipal Secretary's Department will arrange for issuance of Identity Cards for the directly contractual employees only through the entrusted agency with payment as per usual procedure like regular employees.

Identity Card Cell will maintain a register for the Identity Cards issued to the directly contractual employees with all the Particulars.

B. The application form for such an Identity Card is to be made by a private agency worker duly recommended by his/ her agency on its letter-head to the concerned Controlling Officer/ HOD from where he is getting wages, with a photograph duly signed and fixed on the form.

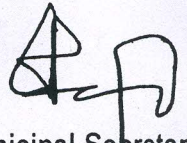
The concerned Controlling Officer/ HOD will examine the form and if found to be in order, the same may be endorsed by concerned Controlling Officer. The same will be handed over to the agency for printing at their own cost. The concerned Controlling Officer/ HOD will maintain register/record of such recommendation.

That issuance of Identity Cards to workers of private agencies will not render such employees to be treated as workers of this corporation at any stage, rather the same would be for the sole purpose of identification of particular employees of the private agencies.

That any identity card issued to any such private agency employee stands withdrawn/cancelled and is to be returned forthwith to the concerned Controlling Officer/ HOD.

This issues with the approval of Hon'ble Mayor dated 12<sup>th</sup> July, 2016.

Enclosures:  
Format A and Format B

  
Municipal Secretary 14/7/16

Copy to:

- OSD to the Hon'ble Mayor
- PAs to All MMICs
- PA to the Municipal Commissioner
- PAs to the Joint Municipal Commissioner (R & S) / (G & D)
- All Controlling Officers and HODs
- Asst. Secretary (Identity Card Cell)



