



PERSONNEL DEPARTMENT  
5, S.N. BANERJEE ROAD, KOLKATA 700 013

Dated 02.08.2016

**Municipal Commissioner's Circular No.23 of 2016-17**

The Personnel Department receives a large number of proposals regularly from various departments of this Corporation for noting and/or updating of data of an employee viz. change of address, change of date of appointment (for labour staff mainly), addition/inclusion of qualifications, addition of Husband's/father's name, recording of date of death/termination of service, inclusion or deletion of caste status, inclusion of surname etc. in HR Systems under the Personnel Department after noting them in the Service Book with due approval of competent authority.

It is being observed that such proposals are sent by the departments in a single page note-sheet along with an attested copy (by HoD/Controlling Officer) of the relevant page of the Service Book. The Personnel Department takes necessary action on such proposals for noting/recording/updating of personnel database in HR Systems and thereafter, scan a copy of the proposal and attached relevant page of the Service Book before returning the proposal to the concerned department with action taken report. The scanning is done to retain an evidence of the document(s) on the basis of which recording in HR Systems is done. This process requires engagement of additional manpower and also consumes considerable time.

Now, therefore, to obviate such a redundant procedure and to maintain the records properly, it is hereby directed to all departments that the proposal for insertion/updation of any change of employee related data as tentatively indicated herein before shall be initiated in the Personal File of the employee concerned and the Personal File along with the Service Book shall be sent to the Personnel Department.

However, prior to sending the Personal File to the Personnel Department, note-sheets in the Personal File must be arranged in proper sequence with page nos. Any note given in the Personal File shall preferably be in continuation of the previous note in the file and if the note is put up in the next note-sheet page it must bear the page number.

All departments shall strictly comply with this circular.

This Circular issued in suppression of any previous circular in this regard.

It shall come into force with immediate effect.

  
Municipal Commissioner

Copy for information and necessary action to:

1. All Controlling Officers.
2. All Head of the Departments.
3. PO/Addl PO/Manager (P)
4. PA to Mpl. Commissioner/Jt. MC(P)/Jt. MC (R).
5. DPO-HR Cell.

  
Municipal Commissioner