



DATED 30th AUGUST, 2016

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 28 OF 2016-17

In view of call given by different Trade Unions for bandh/strike all over the country on 2nd September, 2016, it has been decided that all the offices, schools, health units and other units of the Kolkata Municipal Corporation would remain open and all the employees should report for duty on that date. It has also been decided that no leave shall be granted to any employee on the bandh day, prior to the bandh day, i.e. 1st September, 2016 and on the next working day after the bandh day i.e. 3rd September, 2016.

Absence of employees on that date will be treated as dies non and no salary will be admissible unless such absence is covered by grounds as mentioned below:

- a) Hospitalization of the employee.
- b) Bereavement in the family.
- c) Severe illness and absence continuing from before.
- d) Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave Sanctioned and continuing prior to issue of this order.
- e) Compelling reasons of similar nature, where the employees could not report for duty for circumstances beyond his/her control. (Specific reasons with documentary proof will have to be furnished in each case).

It is mentioned here that dislocation of traffic will not be a reason for granting leave.

All Controlling Officers/Heads of Departments/Offices concerned will issue Show-Cause notice to the employee(s) concerned who will remain absent on 01.09.2016, 02.09.2016 and 03.09.2016 asking him/her to explain why action would not be taken against him/her for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the ground mentioned above.

Where the absence is not covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as 'dies non' and no salary will be admissible for those days. However, this will not affect past service of the concerned employee.

Those who will not respond to the Show-Cause notice will be liable to disciplinary action.

All course of action in terms of this order should be completed by 15th September, 2016 and compliance report on action taken should be sent to this Department.

Further, the Borough Executive Engineers will arrange for distribution of leaflets among general public and do miking in their respective borough areas for public awareness to keep shops, establishments, offices etc. open on the day of bandh/strike.

Municipal Secretary and the Chief Manager (Advertisement) will arrange for public awareness through hoardings and T.V. channels etc. within the KMC area.

This issues with the approval of Hon'ble Mayor & in pursuance of Finance Department, Audit Branch, Memorandum No. 4498-F(P) dated 26.08.2016.

Municipal Commissioner

Distribution:

1. All MMICs
2. Jt. Mpl. Commr. (G&D)/ Jt. Mpl. Commr. (R)
3. All the Controlling Officers/HODs
4. All Borough Executive Engineers (I - XVI)
5. OSD to Hon'ble Mayor