

**THE KOLKATA MUNICIPAL CORPORATION**  
**5, S.N. BANERJEE ROAD; KOLKATA-700013**

Dated: 06/06/2020

**Municipal Commissioner's Circular No. 03 of 2020-21**

**Sub: To ensure 100% attendance of entire staff strength of KMC of all the departments w.e.f. 08.06.2020**

Attention of all concerned is hereby drawn that Chief Secretary to Govt. of West Bengal vide Memo No. 218-CS/2020 dated 30.05.2020 followed by order of Principal Secretary , P.A.R. department vide No.43-Pr.Secy/PAR/2020 dated 02.06.2020 issued necessary order clarifying attendance of Officials and staff in State Govt departments including Local Bodies.

However, pursuant to the discussion with the appropriate Authorities of KMC, it has been decided that all the Departments of KMC are directed to ensure attendance of the entire staff strength (all Officials and staff) w.e.f. 08.06.2020 and onwards as usual for running their Departments in full swing and those who will not attend the Office, will be treated as 'ABSENT'.

All Controlling Officers/HoDs are requested to comply with this arrangement strictly.

This has the concurrence of the Hon'ble Chairperson, Board of Administrators for KMC.

  
**Municipal Commissioner**

Copy forwarded for information and necessary action to the:

1. C.M. F. & A.
2. All Controlling Officer/ H.O.D.
3. P.O. / Adtl. P.O./Manager (P)/OSD to the Hon'ble Chairperson, BoA for KMC
4. P.A. to Municipal Commissioner/ Spl. Municipal Commissioner (D/G/P/R/S)

  
**Municipal Commissioner**