

THE KOLKATA MUNICIPAL CORPORATION

5, S.N. Banerjee Road, Kolkata-700013

URGENT

Date: 11.06.2020

Municipal Commissioner's Circular No. 04 of 2020-2021

Re: Adoption of Standard Operating Procedures in The Kolkata Municipal Corporation to prevent the chances of spread of the disease COVID-19 during the ongoing covid-19 induced crisis period.

Drawing reference to Memorandum No.1912 -F(H) dated the 9th June, 2020 and subsequent Memorandum No.1921 -F(H) dated the 10th June, 2020 issued by the Additional Chief Secretary to the Government of West Bengal, Finance (Audit) Department, Nabanna, regarding the functioning of Government Offices w.e.f. 08.06.2020 and considering the nature of emergency and essential services rendered by the Kolkata Municipal Corporation to the citizen of Kolkata and also keeping in view of the dual aspect of streamlining this mandated task consistently alongside with ensuring the safety and well being of each and every officer and staff of KMC in workplace as well as taking into account to mitigate the chances of overcrowding in public transport while they make way to their offices in order to prevent the chances of spread of the disease COVID-19 during the ongoing covid-19 induced crisis period, the following Standard Operating Procedures have been adopted for aiding effective functioning and upholding operational efficiency of all departments of KMC.

1. The departments, which are engaged in discharging essential and emergency civic services, viz. C.M.E.(Civil), Sewerage and Drainage, Solid Waste Management, Lighting, Parks and Square, Roads, Bustee Cell, Market, Water Supply, Building, Supply, Health, Municipal Secretary, Roads and Ashphaltum Department and also Assessment and Collection Department, Treasury, Finance and Accounts Department, will continue to render services adhering to conditions as laid down in Municipal Commissioner's Circular No.03 of 2020-21 dated 06.06.2020.
2. Regarding functioning of the rest of the departments of KMC the following conditions are laid out for kind adherence:
 - a) The attendance of officers and staff will be staggered – one, from 9.30 am to 2.30 pm and the other, from 12.30 pm to 5.30 p.m. Controlling Officers in consultation with Heads of their Department concerned will prepare a roster accordingly.
 - b) For the officers, on and above the rank of Manager and Executive Engineer, who use official vehicle, there will be no such staggering of working hours.
 - c) Only asymptomatic officers and staff shall be allowed to attend office on rotation basis. Anyone with any sort of symptom like mild fever, cough and cold need not attend office.
 - d) If it is found that his/her flat/premises/residence has been declared as 'containment area' by the Competent Local Authorities, in that event he/she need not to attend office until the area is declared as a Clear Area (category C) and in that case he/she shall work from home and remain available via telephone and electronic medium at all times.
 - e) Attendance of officers and staff, who share a common sitting place should not exceed 10 on rotation basis. The sitting arrangements must be made in such a way that the distance between the two desks should not be less than 2.0 metres.
 - f) Officers/staff, who will not attend office because of roster arrangement as stated above, shall be advised to work from home
 - g) Officials/Staff working from home on a particular day should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigencies of work.

