

The Kolkata Municipal Corporation  
Central Municipal Office Buildings  
Municipal Commissioner's Office  
5, S.N.Banerjee Road,  
Kolkata-700013

Date: December 29, 2018

Municipal Commissioner's Circular No. 100 of 2018-19

The normal hours of attendance is 6.00 AM to 2.00 PM and every conservancy workers [viz. Conservancy Mazdoor, Lorry Mazdoor, Sweeper, Dome, Paribesh Bandhu, Store Khalasi, Cleaner etc.] are literally expected to be present in the ward office at scheduled duty hours. The official lunch break is between 9.00 AM to 9.30 AM.

However, of late it has been observed that a fair number of conservancy workers do not observe punctuality despite issuance of instructions to that effect in the past. The competent authority has taken a very serious view of the habitual late coming and early going. Therefore, all conservancy workers are requested to maintain punctuality in office attendance.

It may be noted that one casual leave may be debited to the leave account for 03 days of late attendance in a month. However, late attendance up to two hours or not more than two occasions in a month may be condoned if this is done to unavoidable circumstances. In addition habitual non observance of scheduled hours for attending office may also be treated as lack of devotion to duty and may attract disciplinary action under the extent provision of KMC, Act, 1980.

This has the approval of the Hon'ble Mayor vide order dated 29.12.2018.

  
Municipal Commissioner

Distribution:

1. P.A to Hon'ble Chairperson
2. O.S.D to Hon'ble Mayor
3. P.A to all MMICs
4. All Borough Chairpersons
5. O.S.D to Municipal Commissioner
6. Special Municipal Commissioner (G&D)
7. Special Municipal Commissioner (R)
8. All Controlling Officers