

THE KOLKATA MUNICIPAL CORPORATION  
CENTRAL MUNICIPAL OFFICE BUILDINGS  
5, S. N. BANERJEE ROAD, KOLKATA-700013.

Dated: 08/11/2019

Municipal Commissioner's Circular No.....101.....of 2019-20

Attention of all Controlling Officers/HODs is drawn to Municipal Commissioner's Circular No. 85 of 2013-14, dated 08/01/2014 and Circular No. 88 of 2018-19, dated 28/11/2018 regarding maintaining punctuality in attendance in office by the KMC employees as per scheduled time of arrival and departure.

In spite of issuances of above circulars some laxity has been observed in strict maintenance of attendance in offices/departments in the KMC. It is reiterated that all Controlling Officers/HODs shall strictly enforce the instructions enunciated in Municipal Commissioner's Circular No. 85 of 2013-14, dated 08/01/2014 and 88 of 2018-19, dated 28/11/2018 (copy enclosed).

It is further directed that all concerned Controlling Officers/HODs will submit report to the Chief Manager (SR&A/c) every month by 10<sup>th</sup> indicating late attendance/absence of previous months. Chief Manager (SR&A/c) will not process the salary bill of a department in the absence of such report and responsibility of non-submission of such report will be fixed on HOD of the concerned Department.

All Controlling Officers or any officer deputed by him/her shall pay surprise visit to Offices/Departments under their respective control on no less than once-a-month to ensure regular attendance by staff.

This has the approval of the Hon'ble Mayor dated 08/11/2019.

  
MUNICIPAL COMMISSIONER

Encl: As stated.

Copy to:

- 1) OSD to Mayor
- 2) PA to Dy. Mayor
- 3) PA to all Members, Mayor-in-Council
- 4) Special Municipal Commissioner (G&D)
- 5) Special Municipal Commissioner (Rev.)
- 6) All Controlling Officers
- 7) Head of the Departments/Officers/Units

  
Municipal Commissioner  
The Kolkata Municipal Corporation