

The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata – 700 013

Municipal Commissioner's Circular No. 103 of 2018-19 dated 03/01/2019

Sub: Attendance through Biometric System

It has been decided by the KMC authority that attendance and departure of all employees including contractual staff will be recorded through Biometric System. The system will be implemented in phase-manner in all the departments of KMC.

In the 1st phase, the Biometric System of recording attendance will be implemented in SWM Department, Engineering Department and Health Department. Concerned Controlling Officers shall take necessary action in installing the Biometric equipments within the period of 30 days and arrange to make it operative immediately after its installation. One official of the department is to be assigned the duty of over-all supervision of the system. He will be responsible for looking after all the administrative aspects of the said system.

This order is issued with the approval of the Hon'ble Mayor dated 03/01/2019.


MUNICIPAL COMMISSIONER

Distribution:

- 1) OSD to Hon'ble Mayor
- 2) P.A. to Hon'ble Dy. Mayor
- 3) P.A. to Hon'ble MMICs(All)
- 4) Borough Chairperson (all)
- 5) Spl. Mpl. Commissioner (Rev.)
- 6) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 7) Mpl. Secretary
- 8) CMF&A
- 9) CMHO
- 10) DG (SWM)
- 11) All DGs