

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
CMO Buildings
5, S.N. Banerjee Road
Kolkata 700 013

Date : 23 / 11 / 2019

Municipal Commissioner Circular No. 114 of 2019-20

It has been observed that monthly Overtime/Holiday allowance cost becomes substantial. It is felt necessary to review the pattern of Overtime/Holiday allowance and also rationalise the matter in the interest of effective utilisation of KMC's revenue fund.

Keeping the above objective in consideration, a Committee is hereby formed to examine the proposal of Overtime/Holiday allowance before it is placed by any departments to the Municipal Commissioner for approval. It is also decided that before forwarding of such Overtime/Holiday allowance bill, the matter will again be referred to the Committee by the Controlling Officers of the respective departments for concurrence before releasing the payment.

The Committee comprising of the following members:

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|---------------------------------|--------------------|
| 1. Spl. Mpl. Commissioner (G&D) | - Chairman |
| 2. Mpl. Secretary | - Member |
| 3. CMF&A | - Member |
| 4. CMA | - Member |
| 5. DG (SWM) | - Member |
| 6. DG (Water Supply) | - Member |
| 7. CM (SR&AC) | - Member-Secretary |

The Committee will examine in its entirety and submit its report within 15.12.2019 indicating the way of rationalization of the method.

This has the approval of the Hon'ble Mayor vide order dated 22.11.2019.


Municipal Commissioner

Distribution:-

1. OSD to Hon'ble Mayor
2. PA to Hon'ble Dy. Mayor
3. PA to Hon'ble MMICs (All)
4. Spl. Mpl. Commissioner (G&D)
5. Municipal Secretary
6. CMF&A
7. CMA
8. DG(SWM)
9. DG (Water Supply)
10. CM (SR&AC)
11. Controlling Officers/HoDs (All)