

THE KOLKATA MUNICIPAL CORPORATION
Central Municipal Office Buildings,
Municipal Commissioner's Office
5, S.N. Banerjee Road,
Kolkata-700 013

Date:- 16-02-2019

Municipal Commissioner's Circular No. 124 of 2018-19

Sub:- To monitor timely submission of contribution towards ESI and EPF.

It has been mandated that contribution towards ESI and EPF for contractual employees engaged through agencies in KMC should be done in regular and timely manner. The contractual employees engaged through agencies should be issued pay-slip every month where all statutory deductions shall be indicated. It must also be ensured that the annual statements of statutory deductions in respect of EPF & ESI of the last financial year shall have to be provided every year to the contractual employee within 30th June of the current financial year. The C.Os/ HoDs shall ensure deposition of EPF & ESI of the previous month to the competent authorities before certifying and processing the bill of the current month. In case of failure of deposition of aforesaid statutory dues, C.Os/ HoDs shall not process the bill of the current month for payment.

However, the statutory deductions in respect of EPF & ESI shall be done by the agencies concerned if there is a valid agreement with the agencies.

The C.Os and HoDs shall submit a status report of deposition of statutory dues to the Municipal Secretary quarterly. Municipal Secretary is requested to form a wing which shall monitor timely submission of contribution towards ESI, EPF etc. to the appropriate authorities and shall take up the matter where anomaly is detected.

This has the approval of the Hon'ble Mayor vide order dated 15.02.2019.


Municipal Commissioner

Distribution:-

1. O.S.D to Hon'ble Mayor
2. P.A. to Hon'ble Deputy Mayor
3. P.A. to Hon'ble MMIC (All)
4. Hon'ble Borough Chairpersons (All)
5. Spl. Mpl. Commissioner (G&D)
6. Mpl. Secretary
7. CMF&A
8. All Controlling Officers/ All HoDs.