



THE KOLKATA MUNICIPAL CORPORATION
Office of the Municipal Commissioner
CMO Buildings, 5, S.N. Banerjee Road
Kolkata – 700 013

Date: June 14, 2022

Municipal Commissioner's Circular No. 12 of 2022-23

Sub: Punctual attendance in office

Punctuality in office needs no re-emphasizing. Instructions have already been issued for regular inspection of field offices by senior officers. All heads of the local offices/ all officers entrusted with late/absent marking in the attendance register shall meticulously mark the attendance register and ensure punctuality in the office.

If there are any leave of absence, it should be sanctioned (at least intimated) in advance. Thus, leave prayers should be given in advance or in case of exigency, intimation through WhatsApp, SMS or e-mail must be sent at the earliest opportunity. Anybody found absent or late shall not be granted leave unless prior sanction/ intimation has been given to the concerned officer. This must be followed diligently.

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14/06/2022

Municipal Commissioner

Distribution:

1. Spl. Municipal Commissioner (G&D)
2. Spl. Municipal Commissioner (R&P)
3. Municipal Secretary
4. CMF&A
5. Ld. CMLO
6. All HoDs/ Controlling Officers
7. OSD to Hon'ble Mayor