

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

Date: 04/01/2020

Municipal Commissioner's Circular No. .....<sup>136</sup>..... of 2019-20

**Sub: Speedy disposal of the prayers for job under Special Regulation.**

The matter of framing time limit to ensure speedy disposal of the prayers for job under Special Regulation by the Department of ex-employee, as well as by the Personnel Department and servicing of appointment letter to an eligible applicant under Special Regulation found fit of appointment after interview is under active consideration to provide immediate financial assistance to the families of the ex-employees who are in dire need.

In partial modification of Municipal Commissioner's Circular No. 66 of 2015-16, Dated – 01/10/2015 and in supersession of all earlier Circulars/ Office Orders/ Notifications issued in this regard, it is decided that henceforth Department of the ex-employee will ensure forwarding the prayers for job under Special Regulation along with requisite documents as per extant norms to Personnel Department maintaining all formalities within **one (1) month** of receipt of requisite documents for consideration of the prayer for job. Personnel Department shall ensure servicing of appointment letter to an applicant under Special Regulation, if found fit, within **two (2) months** from the date of interview of the applicant.

This order will take immediate effect.

  
Municipal Commissioner

Copy to:

1. OSD to Hon'ble Mayor
2. PA to Hon'ble Dy. Mayor
3. Spl. Mpl. Commissioner (G, D & P)
4. All Controlling Officers & All HoDs