

THE KOLKATA MUNICIPAL CORPORATION
MUNICIPAL COMMISSIONER'S OFFICE
5, S.N. BANERJEE ROAD, KOLKATA-700 013

Date : 06.01.2020

M.C.'s Circular No. 137 of 2019-20

Sub: Introduction of a format for renewal of staff/personnel of different departments engaged on contractual basis (either direct contractual or through agency) and new engagement of such contractual staff thereof.

In order to tide over the situation of dealing the matter related to engagement of staff/personnel on their own by the various departments at different times, either by way of direct engagement or through agency, it has been found imperative to frame a necessary format for easy and smooth dealing of all such cases by Personnel Department for placing the matter before the Mayor-in-council. Appropriate Authorities have further desired that henceforth all such above files related to new/renewal of contractual engagement shall be processed through Personnel Department for maintaining a central database.

As such, all concerned are hereby informed to initiate files related to new/renewal of contractual engagement through Personnel Department as per the enclosed format.

This is issued with the concurrence of Hon'ble Deputy Mayor, Hon'ble Mayor, and will remain in force until further order.


Municipal Commissioner

M.C.'s Circular No. 137 of 2019-20

Copy forwarded for n/a to:-

1. All Controlling Officers/HODs
2. P.A.s to Hon'ble Chairperson/Hon'ble Mayor/Hon'ble Dy. Mayor
3. P.A.s to all MMICs
4. P.A.s to M.C/Spl. M.C. (G & D)/Spl. M.C (R)

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Municipal Commissioner

