

THE KOLKATA MUNICIPAL CORPORATION

Office of the Municipal Commissioner

Central Municipal Office Buildings

5, S.N. Banerjee Road

Kolkata - 700 013

Date: March 8, 2019

Municipal Commissioner's Circular No. 146 of 2018-19

Sub.: Issuance of Photo Identity Cards for K.M.C. employees

In reference to the Municipal Commissioner's Circular No. 144 of 2018-19 dated 5th March, 2019 issuance of Identity Cards have been made mandatory for all employees of this Corporation including contractual employees.

- (1) The Photo Identity Cards for the permanent employees shall have the signature of the Municipal Commissioner as the authorized signatory.
- (2) The Photo Identity Cards for direct contractual employees shall have the signature of the respective Controlling Officer/HoD of the department, as the issuing authority, where from the salary is being remitted.
- (3) For the agency engaged contractual employees the signature of the issuing authority will be the respective Controlling Officer/HoD of the Department where from the salary is being remitted. Further the signature of the authorized signatory shall be the authorized person of the Agency concerned.
- (4) The format of the Photo Identity Card for the direct contractual employees and agency engaged contractual employees shall be as per the prescribed format.
- (5) Municipal Secretary's Department shall arrange to issue Photo Identity Cards for the permanent employees and direct contractual employees through the entrusted agency as per extant rules and procedures.
- (6) In respect of agency engaged contractual employees, the cost of the Photo Identity Cards shall have to be borne by the concerned agency.

All Controlling Officers/HoDs are requested to take necessary action at the earliest.



Municipal Commissioner

Distribution:

- 1) P.A. to Hon'ble Chairperson
- 2) OSD to Hon'ble Mayor
- 3) P.A. to Hon'ble Dy. Mayor/MMIC (All)
- 4) Borough Chairperson (All)
- 5) All Controlling Officers
- 6) All HoDs