

THE KOLKATA MUNICIPAL CORPORATION  
PERSONNEL DEPARTMENT

Dated: 20-7-2020

Municipal Commissioner's Circular No. 16 of 2020-2021

**Sub: Attendance policy of permanent staff/Officers of KMC in order to avoid congregation in Office premises**

In order to avoid congestion in Office premises and also to render essential services to the citizen of Kolkata, the Authorities of KMC has decided the following policies regarding attendance of regular Staff /Officers:

- I. The departments, which are engaged in discharging essential and emergency civic services, viz. Health, SWM, CME(Civil), Water Supply, Lighting & Electrical, Sewerage & Drainage, Environment & Heritage, Parks & Square, Road, Asphaltum, Mpl.Secretary's Department, Bustee, Supply, Market, Building, and also Assessment-Collection, Finance and Accounts , Treasury will continue to render services adhering to conditions(i.e. 100% attendance) as laid down in Municipal Commissioner's Circular No.03 of 2020-2021 dated 06.06.2020 read with Municipal Commissioner's Circular No.04 of 2020-2021 dated 11.06.2020.
- II. The permanent staff and Officers of rest of the Departments of KMC will attend office on alternate days and the respective Controlling Officers and HoDs will prepare a roster of duties accordingly.
- III. 50% of the Treasury counters will remain open on every alternate day. Treasurer will chalk out necessary modalities accordingly.
- IV. In those departments, where outdoor duties/Field inspection etc. is a part of the duty of the outdoor staff, in such departments respective Controlling Officers and HoDs would chalk out their outdoor duties as per the necessity of the work.
- V. To contain and control the pandemic situation, the above arrangements from point no II to VII have been proposed. However, if still unfortunately, any staff /Officers is/are found to be tested COVID-19 positive, in that event the particular section/unit of that particular department will remain close for five (05) days including Saturday and Sunday. Necessary sanitization of that particular Office/Section/Unit/Office will be arranged to be done by the competent Authorities. The rest of the Staff/Officers of that particular Office/Section/Unit of that particular department may undergo COVID Test free of cost by KMC within the Office premises.
- VI. It is further clarified that Staff/Officers of KMC will be required to follow the existing protocol formulated by the Government as to maintaining physical distancing, personal hygiene- use of mask and sanitizer, cough etiquette etc.

Copy to:

1. CMF&A
2. OSD to Hon'ble Chairperson, BoA, KMC
3. P.A. to Hon'ble Member(Personnel), BoA, KMC
4. P.A. to all Hon'ble Members, BoA, KMC
5. P.A. to Municipal Commissioner
6. P.A. to Special Municipal Commissioner(G&D&P)/ P.A. to Special Municipal Commissioner(R)
7. All Controlling Officers/HoDs

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*20/7/20*  
Municipal Commissioner

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*20/7/20*  
Municipal Commissioner