

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

Date:- 07 /07/2022

Municipal Commissioner's Circular No. 18 of 2022-23

**Sub: Determination and fixation of Holiday Allowance/Overtime/Tiffin Allowance/ Night Allowance of eligible employees and mazdoors of K.M.C.**

1. C & D Categories of Employees will get Holiday Allowance/Tiffin Allowance/ Night Allowance as per Commissioner's Circular No.36 dated 16.07.2013 and Circular No. 50 dated 05.09.2013, with certain modification.
2. Holiday Allowance and/or Tiffin Allowance and/or Night Allowance shall not exceed Rs. 2,500/- (Rupees Two thousand Five hundred only) per month for every individual eligible employee.
3. Mazdoors or equivalent categories of the K.M.C. will be entitled to get Rs. 402/- (Rupees Four hundred and Two only) for working in Durga Puja Vacation and other Calendar Holidays.
4. Controlling Officers of the respective Department are requested to certify the list of the Staff/ Mazdoors/equivalent categories those who are entitled to get Holiday Allowance/ Tiffin Allowance/ Night Allowance.
5. In all cases Allowances/Overtime i.e. inclusive of all benefits shall not exceed Rs. 2,500/- (Rupees Two thousand Five hundred only) per month as per Municipal Commissioner's Circular No. 36 dated 16.07.2013 and Circular No. 50 dated 05.09.2013. [except Puja month, where the actual amount involved will be considered].
6. Eligible Employees other than Mazdoor or equivalent category of employees are entitled to get maximum rate of Tiffin Allowance/Holiday Allowance @Rs.100/- per head per day basis.
7. Night Allowance will be @Rs.250/- per head in case of working for additional 06(six) hours after 9:00 p.m.

8. In connection with determining Holiday Allowance/ Tiffin Allowance/ Night Allowance for A & B Category of employees of K.M.C. approval of Municipal Commissioner is mandatory for all cases.
9. All unpaid claim of Overtime/Tiffin Allowance/ Holiday Allowance/ Night Allowance shall be paid as per present policy approved in the Mayor-in-Council vide Item No. MOA-11.33 dated 30.06.2022.

This Circular is issued with the approval of the Mayor-in-Council vide Item No. MOA-11.33 dated 30.06.2022.

This circular is issued in supersession of all previous circulars issued in this regard.

This circular shall take immediate effect.

*Be*  
*07/7/2022*  
Municipal Commissioner

Distribution:

1. Spl. Mpl. Commissioner (Rev/S/P/G&D)
2. Municipal Secretary
3. CMF&A
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6. PA to Hon'ble MMIC (All)

*Be*  
*07/7/2022*  
Municipal Commissioner