

Date: 10/06/2023

Municipal Commissioner Circular No. 18 of 2023-24.

Sub: KMC Employee Work Diary in the form of Mobile App called 'KMC EMPLOYEE APP'.

KMC Employee Work Diary in the form of Mobile App. has been launched to facilitate easy recording of relevant site information from on field locations and capturing of images / pictures of site or premises during outdoor and site inspection or visits. This Mobile App called 'KMC EMPLOYEE APP' will capture information of the site visit activities of the concerned KMC official for administrative purposes.

The 'KMC Employee' app is currently available for download from Google Playstore.

Exact site location (within marginal GPS error) can be identified as phone GPS location gets captured in the records and also in the captured image(s). This will minimise error in entering site information and the location of the sites/premises.

Salient Features of the 'KMC EMPLOYEE APP'

1. KMC field official undertakes his/ her site visit activities upon logging into the KMC employee mobile app with his/ her login credentials or by mPIN upon creating the same for a particular device, from the site / premises.
2. The field officer enters the relevant details from site. Premises No. is auto captured from the phone GPS location. Exact premises no. to be noted in the remarks field in case the auto-captured address from the phone GPS location is different from the one observed at site.
3. Upon filling the above details, the field officer can capture/ view/ delete captured site image(s). Lat./Long. based on the current GPS location of the phone gets embedded in the captured image(s).
4. Upon submission, entry made by the field official along with the captured image(s) gets saved, and a Reference Number gets generated.
5. Concerned field official can see the site visit records as entered in the 'KMC Employee App'.

6. KMC higher officials can view report with site visit details of the field official from the eKMC 2.0 Work Diary web application.

7. At least one image has to be mandatorily captured from the site. This photographic evidence will aid in better decision-making and providing high quality citizen services.

CM(Systems) shall arrange for training sessions for the departments immediately.

All Controlling Officers are requested to issue necessary instruction to the concerned employees to use the KMC Employee App with immediate effect.

Bc
12/6/23

Municipal Commissioner

Municipal Commissioner
The Kelowna Municipal Corporation

Distribution:

1. Spl. Municipal Commissioner
2. Municipal secretary
3. All Controlling Officers
4. All HoDs
5. OSD to Hon'ble Mayor
6. PA to Hon'ble Deputy Mayor
7. PA to HMMICs (All)