



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

Date: 14/06/2024

Municipal Commissioner's Circular No. 18 of 2024-25

Sub: To expedite the payment procedure for WBUES workers under different <sup>departments</sup> of KMC.

In reference to the Minutes of the Meeting held on 10.05.2024, chaired by HMMIC (WBUES), following steps are to be taken to maintain the record of attendance and expedite the payment procedure directly to the individual bank account of the WBUES workers.

1. SAE login IDs to be created for proper recording of attendance in the Biometric System by 15<sup>th</sup> June, 2024.
2. Scanned copies of attendance records are to be maintained and uploaded by the E.I.Cs/Officials till biometric attendance system for workers are installed at the boroughs/wards and SAE login IDs are not created.
3. Attendance of WBUES workers on Sundays/Holidays are to be maintained by Supervisors of respective wards only when E.I.Cs/Officials are not available in the office.
4. Bills in soft copies are to be forwarded by 4<sup>th</sup> of every month from borough offices of all departments.
5. Finance & Accounts Department will expedite the payment of wages and complete the same by 10<sup>th</sup> of every month.
6. The entire process of wages disbursement will run online (paperless) and there will be no scope of hard copy preservation by Finance & Accounts Department, except system generated files/bills would be preserved for audit by Finance & Accounts Department.
7. The list of jobs executed by the WBUES workers is to be preserved by the Borough Offices in view of the audit.
8. Executive Engineer in charge of the pumping station of Water Supply Department will be the bill signing authority of the WBUES workers who perform their duty at the pumping stations of Water Supply Deptt.

This has the approval of Hon'ble MMIC (WBUES) and Hon'ble Mayor, KMC.

*Signature*  
14/06/2024  
**Municipal Commissioner**  
Municipal Commissioner  
The Kolkata Municipal Corporation

**Distribution:**

1. Addl. Municipal Commissioner
2. Jt. Municipal Commissioner
3. Municipal Secretary
4. All HoDs/Controlling Officers
5. OSD to Hon'ble Mayor
6. P.A. to Hon'ble Dy. Mayor
7. P.A. to Hon'ble MMIC (All)