



Dated: 21/03/2020

Municipal Commissioner's Circular No. 190 of 2019-20

**Re: Preventive measure taken by the Authority of the Kolkata Municipal Corporation to prevent the spread of Novel Coronavirus(Covid-19)**

In consonance to the Memorandum issued by Additional Chief Secretary, Finance department, Government of West Bengal vide No.1346-F(P2) dated 20.03.2020, in view of the backdrop of the threat of Novel Coronavirus(Covid-19) pandemic and apprehension of its spread through human contact in the office/Institutions/Schools/ premises of KMC, it has been felt imperative to minimize gathering during office hours as far as possible leaving less impact on the quality of deliverance of essential public services provided by the KMC.

In consideration of this factor, the following instructions are issued for the employees working under different departments of K.M.C.:

1. All employees of the KMC belonging to Group-'A', 'B', 'C', 'D', categories except those working in the departments providing emergency services and those, whose services are essentially required by the higher authority and also those entrusted with the duty of combating Novel Coronavirus(Covid-19), should be reduced by 50% and they should be put to duty **on alternate days**, so that the regular works of the office are not hampered. The Head of the departments concerned will prepare rosters accordingly ensuring that the Public Service provided by the departments concerned be continued smoothly.
2. To continue all works uninterruptedly, it should also be ensured that this arrangement does not disturb the works related to transfer of fund, clearing of bills etc. towards the closing of this Financial Year.
3. Officers and staff engaged in providing essential/emergency services and those who will not be put to roster duty on alternate days in combating COVID-19, will be given Compensatory Casual Leave(CCL) to be availed after Puja Holidays this year.
4. The officials, who would not attend office due to introduction of such roster, shall be advised to make themselves available on telephone and electronic means of communication at all times. They should attend office if called for by the Higher Authorities of KMC in view of exigency of work.
5. All offices/Institutions/Schools/ premises of KMC shall be properly cleaned and sanitized regularly. During office hours all employees are advised to practice hand washing by means of soap/sanitizers frequently (preferably once in a hour).
6. Entry of visitors should be discouraged as far as possible. Where it is necessary to allow the visitor into the office premises, he/she should be screened and sanitized before taking entry.
7. Holding of meetings and social gatherings should be discouraged as far as possible..
8. Receiving of physical files should be minimized and working through e-files should be emphasized.
9. Officials at all levels should take care of their personal health and hygiene including the members of their family and in case of any trouble, take medical consultation without any delay.

This arrangements will continue upto 31<sup>st</sup> March, 2020.

This is to take immediate effect.

This is issued in the interest of Public Service.

Municipal Commissioner

Copy to:

- a. O.S.D. to Hon'ble Mayor
- b. P.A to all Hon'ble M.M.I.C.s
- c. P.A. to Hon'ble Chairperson/Hon'ble Dy. Mayor/Hon'ble Ch. Whip (TMC)
- d. All Controlling Officers/HoDs.
- e. P.A. to Mpl. Commissioner/Spl.M.C.(G&D/P/R)

Municipal Commissioner