

THE KOLKATA MUNICIPAL CORPORATION

Office of the Municipal Commissioner

CMO Buildings, 5, S.N. Banerjee Road

Kolkata – 700 013

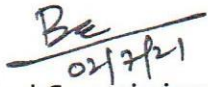
Date: July 2, 2021

Municipal Commissioner's Circular no.19 of 2021-22

Sub.: Restriction on entry and exit through the gates of CMO Buildings, KMC

1. All employees (permanent/ contractual/ casual) shall display the identity card of KMC issued to them at all times and shall produce the same on demand.
2. Visitors other than employees of KMC shall have to show their photo-identity card (Voter Card, AADHAAR Card, PAN Card, Driving Licence etc. issued by the Government) at the time of entry to the CMO Buildings of KMC.
3. Every Security Staff/ Police personnel must check the identity card at the entrance gate.
4. After 6 p.m. Elite Gate, Licence Gate, Treasury Gate must be closed for both exist and entry.
5. Gang way i.e. connecting foot-over bridge of HOGG building & main building will be allowed for employees only.
6. Mayor's Gate will be restricted for VIPs, Members, Councillors and High Officials only.
7. Each gate must have register for maintaining the entrance of visitors.
8. Lawyers can enter only after 5 p.m. to visit to the CMLO/ Addl. CMLOs for official works.
9. Each gate shall be installed with sanitizer machine.
10. Departmental HoD will make confirmation of the particular visitors' entry, if necessary, to the Security staff.
11. Each officer and staff shall be vigilant towards unauthorized entry by touts etc.
12. Each officer and staff may meet visitors only at their desk and not loiter in any other area.
13. The security personnel shall have right to demand production of identity card from anyone within KMC premises.

This circular shall take immediate effect. This has the approval of Hon'ble Chairperson, BoA, KMC.


Municipal Commissioner
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The Kolkata Municipal Corporation

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