

The Kolkata Municipal Corporation

Office of the Municipal Commissioner

CMO Buildings, 5, S.N. Banerjee Road

Kolkata – 700 013

Date: 08/07/2023

Municipal Commissioner's Circular No.22..... of 2023-24

It has been requested by the staff that on few odd days they may be delayed by few minutes and the biometric machine marks them as absent. It is clarified that the biometric machine merely records the attendance (in and out time). The decision to consider it as late, half-day absent or full-day absent is to be taken by the Conservancy Overseer/ Sub-Overseer/S.A.E under the overall guidance of the Chief Municipal Engineer (SWM) of the department and the Municipal Commissioner.

To remove any confusion, it is clarified that the machine should record the in time and out time notwithstanding whether someone is late or not. If somebody punches in late by few minutes he should work for such time extra and punch out accordingly so that total working hour remains fixed i.e. at least 7 hours.

Assistant Directors (ADs) of all boroughs and Garage In-Charges (GICs) of all garages will have the discretion to allot the time slots to the Mazdoors, Drivers and Mechanics etc. respectively in their wards under their disposal as the situation demands. They can authorise on time punching up to 6:30 a.m./7:00 a.m. and the punch out time is accordingly 1:30 p.m./2:00 p.m. For delays beyond such time representations can be made by them based on the prayer of the concerned employee stating the reason and to be accepted by the Dy.Chief Engineer under the overall control of Chief Municipal Engineer (SWM) and Municipal Commissioner. It goes without saying that such acceptance would only be for few odd cases and habitual delays shall not be regularised.

Solid Waste Management Department is not a time bound work department. Its work culture is dynamic in nature and forms an integral part of essential services. Its main activities includes maintaining the city of Kolkata neat and hygienic for which the Mazdoors, Drivers, Mechanics etc. has to work in different slots/shifts and at times beyond scheduled working hours during festival periods and also during natural calamities.

As there may be no biometric devices installed other than the Borough Offices, manual attendance will be allowed for those employees only who will be engaged in the festive periods like the Durga Puja, Kali Puja, Eid-Ul-Fitr, Eid-Ul-Azha (Bakrid), Christmas, New Year, Independence Day, Republic Day and as and when the authority desires.

In cases where it is seen that biometric devices is not functioning properly owing to power failure, break down, software issues etc. it should be immediately docketed with M/S Fortuna Impex Pvt. Ltd. over phone and through e-mail whose copy is to be sent to Dy. C.E I or II, SWM as the case may be. Concerned Conservancy Overseer/ Sub-Overseer/S.A.E shall initiate the list of staffs present through a note to Executive Engineer/DD.

In case of afternoon/evening shifting duty, IT Deptt. should allow the system to properly capture the in and out time.

There is a rest day for each Mazdoors, Drivers, Mechanics etc. which at present is seen to be marked absent by the system automatically, IT Deptt. will modify accordingly and insert the rest day for each of them.

The Special Action Squad will be allowed single punch only in the biometric system.

All other conditions in all Circulars of Municipal Commissioner regarding the attendance will remain in force.

Apart from the above mentioned cases, attendance will be recorded in the biometric system for the rest of the SWM employees as is going on at present.

This has the approval of Hon'ble MMIC (SWM).


Municipal Commissioner

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5. P.A. to Hon'ble MMIC (SWM)


Municipal Commissioner