

Dated: 13.08.2022

Municipal Commissioner's Circular No. 25 of 2022-23

Sub: Guideline for lateral transfer and transfer on promotion of KMC employees

Pursuant to the approval of Hon'ble Mayor dated 19.07.2022, the following guidelines, henceforth, be followed for lateral transfer and transfer on promotion of KMC employees of all cadre/post :

A. For employees under KMC Common cadres:

1. The normal tenure of an employee in a particular department would be 03(three) years.
2. An employee having more than one year of KMC service remaining and also have completed tenure of 03(three) years in a particular department, will be eligible for transfer. Such transfer, to the extent possible, may be from revenue departments to non revenue department and vice-versa subject to availability of the vacancies. However, the employees, who are due for retirement on superannuation within one year, may not be transferred to other department subject to availability of vacancies in the parent department(s).
3. In order to calculate the tenure of an employee in a particular department, the following principle will be applied
 - a) The tenure of an employee in a department would be considered based on place of posting irrespective of the nature of posting as regular or administrative and irrespective of their cadres.
 - b) An employee re-transferred/ re-posted to his/her immediate previous department(regular or administrative basis) within one year from the date of transfer, the tenure in the department would be treated as continuous. For example, if an employee worked for X years(more than 03 years) in department-A and therefore, transferred from department-A to department-B . Then he/she again reverted to department-A within one year from his/her transfer and is currently, working for more than Y years at department-A, then the tenure of the employee at department-A will be calculated as (X+Y) neglecting the tenure he/she spent in department-B.
4. No plea for departure from this policy shall be entertained, unless it is absolutely necessary.

B. For employees under KMC Departmental cadres:

1. In case of employees belong to departmental cadres(e.g. Health services; SWM-I & II services, I.T. services, Law services, Education services etc.) who are posted in that particular department only, the respective Controlling Officer should ensure the implementation of this guideline for intra-departmental transfer also.

C. Notwithstanding above, the Authority of KMC reserves all its right to transfer any person from one department to another department at any point of time in the interest of better civic service.

This circular supersedes all the previous circular, if any, in this regard.
This is issued in the interest of public service.


Municipal Commissioner

KOLKATA MUNICIPAL CORPORATION
5, S. N. Banerjee Road, Kolkata-700013

Copy to:

1. All Controlling Officers/HoDs
2. OSD to Hon'ble Mayor, KMC
3. P.A to the Hon'ble Chairperson / Hon'ble Dy. Mayor / Hon'ble Chief Whip (TMC)
4. PA to all Hon'ble MMIC, KMC
5. P.A. to Mpl. Commissioner
6. P.A.to Spl.M.C.(G&D) / P.A.to Spl.M.C.(R/P/S)
7. P.O. / Addl. Manager(P)/Manager(P)
8. HoD(IT) with a request to upload it in KMC Web portal.

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13/12/22
Municipal Commissioner

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