

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

Date: 24/07/2024

Municipal Commissioner's Circular No. ²⁸.....of 2024-25

Sub.: Timely Salary Disbursement to Human Resource under XV-FC.

The process of salary disbursement for Human Resource of Health Department under XV-FC involves multiple steps involving Borough Health Establishments, HQs XV-FC Health Cell as well as Borough IFUs and IFMS under FACC Dept. Having a central directive regarding the timeline for completion of the different steps would ensure timely payment.

Timeline for payment of XV-FC HR Salaries:

1. Generation of Attendance Report by Borough Health Establishments and submission to HQs XV-FC Cell - by 2nd Working day of the month.
2. Completion of CRN generation by XV-FC Cell - by 4th working day of the month.
3. Generation of Expense Bills by Borough Establishments and Submission to Borough IFUs - by 6th working day of the month.
4. Vetting by IFUs and forwarding to IFMS cell for payment - by 8th working day of the month.
5. Payment by - 14th working day of the month.

Expected date of payment - 15-17th of every month, considering the above schedule is meticulously followed.

This has the approval of Hon'ble Mayor.

Municipal Commissioner

Distribution:

1. Jt. Mpl. Commissioner
2. CMHO
3. OSD to Hon'ble Mayor
4. P.A. to Hon'ble Dy. Mayor

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