

THE KCLKATA MUNICIPAL CORPORATION
MUNICIPAL COMMISIONER'S OFFICE
5, S.N. BANERJEE ROAD, KOLKATA 700 013

Dated: 29.07.2017

Municipal Commissioner's Circular No. 29 of 2017-18

Sub: Display of Identity Card by the KMC employees during office hours

It is observed for quite sometime that a large number of KMC officers and staff neither carry nor display photo Identity Card during normal working hours despite such card being issued to them individually mentioning name, designation, employee-id, address etc. thereon.

It is to be reckoned that a substantial sum has been invested by the KMC for producing and issuing Identity Cards to its employees with the aim of not merely carrying but displaying it as a proof of identity. Sometimes, the Identity Card has to be issued on several Occasion when the designation or post of an employee changes owing to promotion during his/her service life.

Everyday a large number of the members of public visit the CMO Buildings and other outside KMC offices during the normal working hours to avail various services provided by the KMC or to meet officials occupying high position for various civic needs as a result of which it becomes difficult sometimes to distinguish an employee from an outside visitor. This allows entry of undesirable persons whose presence may cause undue inconvenience to a genuine visitor as well as pose a security challenge to the authorities.

Keeping in view the above scenario, henceforth, it is enjoined upon all KMC officers and staff in all the offices of this Corporation to carry and to display his/her Identity Card in a manner to be viewed easily by authority concerned or security staff of the KMC for identification whenever required during normal working hours of the office, otherwise he/she will be treated as an outsider.

All Controlling Officers/HoDs are also requested to maintain constant vigil on this issue so that access to the office for service or business purpose may be utilized by citizens/visitors only for genuine purpose.

Moreover, Controlling Officers/HoDs concerned are also requested to encourage visitors seeking service from a department or any business purpose to approach the KMC official(s) displaying Identity Card, and not to approach or consult any person without displaying Identity Card.

This issues with the approval of Hon'ble Mayor, dated 27.07.2017.

This shall take immediate effect.

Municipal Commissioner

Copy forwarded for information to:

1. All Controlling Officers/HoDs with the request to display a copy of this Circular in the Notice Board of the Department for viewing of the visitors.
2. DG(IT) with the request to upload a copy of this circular in KMC's website.
3. PA to Hon'ble Chairman/Hon'ble Mayor/ Hon'ble Dy. Mayor
4. PA to all Members- MIC.
5. PA to Jt. MC (G&D)/ Jt. MC (Revenue & Supply).

Municipal Commissioner