

Date: November 03, 2020

Municipal Commissioner's Circular No. 30 of 2020-21

Sub: Review of DP & Suspension Cases

While reviewing the progress of departmental proceedings and suspension cases, it has been noted that the requirement of regular half-yearly review of all suspension cases is not being followed. Further it has been noted that in some of the departmental proceedings cases, there have been avoidable delays in completing the proceedings.

It is, therefore, felt necessary to reiterate that all the suspension cases must be reviewed half-yearly by the disciplinary authority concerned. It shall be the responsibility of Personnel Department and also the concerned department to which the officers/ staff belonged at the time of suspension to ensure compliance with this requirement.

Similarly, the Personnel Department shall monitor regularly with the concerned Inquiry and Presenting Officers to ensure that cases are expeditiously processed and completed. The Personnel Department shall present Status Report of compliance of this Circular through Special Municipal Commissioner to the Municipal Commissioner in e-file once in every two months. The bi-monthly report should give statement of opening balance, cases initiated in last two months, cases disposed of in last two months and closing balance separately both for departmental proceedings and suspension cases.

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03/11/20
Municipal Commissioner
Municipal Commissioner
The Kolkata Municipal Corporation