



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

Municipal Commissioner's Department

Date: 21/05/2018

Municipal Commissioner's Circular No. 31 of 2018-19

Sub: IT Department to develop (i) e-service book for employees and (ii) sms-alert for GPF subscribers of KMC.

1. Under the existing HRMS, the IT Department shall develop e-service book for the employees for better transparency, monitoring and management of HR data. In this regard Chief Manager (Personnel) shall arrange to provide all necessary inputs to DG (IT) for development of the e-service book. The e-service book system shall be made operational in the HRMS module from 1st October, 2018. After development of the e-service book system, IT department will make necessary arrangements to provide the requisite training to the user departments.
2. IT Department shall also develop a system where the GPF subscribers in KMC will receive sms alert in their registered mobile numbers. There should be monthly sms-alert, conveying the opening balance as on 1st April of that year, monthly contribution during the financial year and total withdrawal during the year, if any. At the beginning of the financial year the sms-alert should convey the total balance as on 1st April including the accrued interest. Chief Manager (SR & AC, Pension, Staff Qtr, P.F., G.I., H.B.L) shall arrange to provide the necessary inputs and co-ordinate with DG (IT) in this regard for implementation of the sms-alert system for all the GPF subscribers in KMC. IT Department shall implement the sms-alert system from 1st July, 2018.

This has the approval of Hon'ble Mayor vide order dated 17/5/2018.

Municipal Commissioner

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