

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

Date: July 9th, 2019

Municipal Commissioner's Circular No. 32.....of 2019 - 20

The normal hours of attendance is 6.00 A.M. to 1.00 P.M. and every conservancy workers [viz. Conservancy Mazdoor, Lorry Mazdoor, Sweeper, Dome, Paribesh Bandhu, Store Khalasi, Cleaner etc.] are literally expected to be present in the ward office at scheduled duty hours. The official lunch break is between 9.00 AM to 9.30 AM.

However, of late it has been observed that a fair number of conservancy workers do not observe punctuality despite issuance of instructions to that effect in the past. The competent authority has taken a very serious view of the habitual late coming and early going. Therefore, all conservancy workers are requested to maintain punctuality in office attendance.

It may be noted that one casual leave may be debited to the leave account for 03 days of late attendance in a month. However, late attendance up to two hours or not more than two occasions in a month may be condoned if this is done to unavoidable circumstances. In addition habitual non observance of scheduled hours for attending office may also be treated a lack of devotion to duty and may attract disciplinary action under the extent provision of KMC Act, 1980.

This has the approval of the Hon'ble Mayor.


Municipal Commissioner

Distribution:

1. P.A. to Hon'ble Chairperson
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3. P.A. to all Hon'ble MMICs
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5. OSD to Municipal Commissioner
6. Spl. Municipal Commissioner (Rev.)
7. Spl. Municipal Commissioner (G,D&S)
8. All Controlling Officers

9/7/19