

Date: 06 /01/2021

Municipal Commissioner's Circular No. 39 of 2020-21

Sub: Listing of KMC employees for Covid-19 vaccination.

For the purpose of vaccination of direct and contractual employees in KMC, all Controlling Officers and IT Department in particular may take up the work of preparation of the lists of employees in the following manner:

1. Enlisting of regular employees & 100 days workers to be done by the IT Department in the prescribed format (in Excel) containing 28 fields.
2. All Controlling Officers shall make arrangements for enlisting of contractual employees and drivers of hired vehicles **only**. Contractual employees will include both directly engaged and engaged through agency. All entries shall be in the prescribed format (in Excel) containing 28 fields. All Controlling Officers are requested to send the filled in excel files to the e-mail ID vaccovid@gmail.com within **08.01.2021** positively.
3. Chief Manager (Personnel) is requested to deploy DEOs at the disposal of the Controlling Officers as per requirement *from existing pool*.
4. All Managers (Systems), Dy. Managers (Systems) and Asstt. Managers (Systems) may be directed to look after the entire work of enlisting of employees in a systematic manner so that the work is completed before the deadline i.e. **08.01.2021**.

Ba
06/1/21

Municipal Commissioner

Distribution:

1. OSD to Hon'ble Chairman, BoA, KMC
2. PA to Hon'ble Member, Health & Assessment, BoA, KMC
3. Spl. Mpl. Commissioner (G)
4. Spl. Mpl. Commissioner (Rev.)
5. Mpl. Secretary
6. All Controlling Officers/ Director Generals
7. CO (IT)