



THE KOLKATA MUNICIPAL CORPORATION  
OFFICE OF THE MUNICIPAL COMMISSIONER  
S. S. N. BANERJEE ROAD, KOLKATA-700013

Date: 27/12/2023

**MUNICIPAL COMMISSIONER'S CIRCULAR NO. 40 OF 2023-24**

**Sub: Biometric Attendance System for CMO Building, Hogg Building, Roxy Building, HUDCO Building, Information Technology Department, Environment & Heritage, Town Planning Development Department and CME(Civil)-Head Quarter**

In supersession of previous Circulars regarding attendance in office in respect of the officers and employees of the Kolkata Municipal Corporation, the Biometric Attendance System will be implemented with immediate effect for the officers and employees under CMO Building, Hogg Building, Roxy Building, HUDCO Building, IT Building, Environment & Heritage, TPDD and CME(Civil)-Head Quarter.

In this regard the following instructions be strictly adhered to for ensuring punctuality in attendance:

1. All the officers and employees under the Departments as mentioned above shall record their attendance (In and out time) in Biometric machine.
2. The officers and employees shall be able to record their attendance in any Biometric System installed nearby.
3. Manual Attendance Register will be discontinued after introduction of the Biometric Attendance System.
4. In Out Time / Present / Absent / Late Report are available from Biometric System through login Ids created in Bio Metric System. Biometric Login Id will be provided to the departments for generating such reports from the system directly, no intervention of IT professional will be required.
5. Department will update leave in HRM System and Service Book based on Biometric Reports following leave sanctioning procedure.
6. In case where it is seen that Biometric System is not functioning owing to power failure, software issue, SDC issue etc. It should be immediately reported to the support officials under Information Technology Department;  
(i) Sri Uday Basu, Dy. Manager(Systems), Mobile: 9477200150  
(ii) Smt. Lipi Mandi, Dy. Manager(Systems), Mobile: 9434217459  
(iii) Sri Srikanto Majhi, Software Support Professional, Mobile: 9330282986
7. The manual attendance system is thus withdrawn after calendar year 2023 for above offices.

This order is issued in suppression of earlier order in this regard, if any.

This order is to take immediate effect and shall continue until further order.

This has approval of Hon'ble Mayor dated 13.12.2023.

  
Municipal Commissioner  
Municipal Commissioner  
The Kolkata Municipal Corporation

**Copy forwarded for information and taking necessary action to:**

1. All Controlling Officers/Head of the Departments
2. OSD to Hon'ble Mayor/ P.A. to Hon'ble Mayor / P.A. to Hon'ble Dy. Mayor
3. P.A. to Mpl. Commissioner/ Spl. Mpl. Commissioner(G&D)/P(R&S)/Jt. Mpl. Commissioner
4. P.A. to all M.M.I.Cs
5. CO(IT)- is hereby requested to upload the Circular in the website.

  
Municipal Commissioner  
Municipal Commissioner  
The Kolkata Municipal Corporation