

The Kolkata Municipal Corporation

Office of the Municipal Commissioner

Central Municipal Office Buildings

5, S. N. Banerjee Road,

Kolkata: 700013

Date: 08.01.2024

Municipal Commissioner's Circular No. ⁴¹ of 2023-24

Subject: Regarding Mandatory Biometric Attendance of KMC Staff

KMC has successfully implemented the system of Biometric Attendance for KMC Staff of the Solid Waste Management Department of KMC.

Taking this major initiative one step forward, KMC has now notified the process for mandatory Biometric Attendance of the officers and employees under CMO Building, Hogg Building, Roxy Building, HUDCO Building, IT Building, Environment and Heritage, TPDD and CME (Civil) – Head Quarter vide Circular No. 40 dated 27.12.2023.

Officers and employees of the above mentioned buildings required to do field work, shall use the work diary app to capture and upload a picture of their site, and this will be considered as their attendance for the day and they may not need to use the biometric system for attendance purpose for that instance only.

Officers and employees beginning their work at the designated KMC Buildings/field locations and closing their work for the day at field locations/designated KMC Buildings shall use the Biometric Attendance System and/or the work diary app accordingly, as the case may be, for recording their "Day In" and "Day Out" Attendance for the day.

It is also important to note here that starting 02.01.2024, the current system of maintaining manual attendance registers at the above mentioned buildings shall be discontinued.

This has the approval of Hon'ble Mayor

Bc
08/01/2024

Municipal Commissioner

Distribution:

1. All Controlling Officers/ Head of the Departments
2. OSD to Hon'ble Mayor
3. P.A. to Hon'ble Deputy Mayor
4. P.A. to Mpl. Commissioner/ Spl. Mpl. Commissioner / Jt. Mpl. Commissioner
5. P.A. to all MMICs
6. CO (IT) – is hereby requested to upload the circular in the website.

Bc
08/01/2024

Municipal Commissioner