

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

Dated: 10-02-2021

Municipal Commissioner's Circular No. 46 2020-21

Attention of all Controlling Officers/ HODs is drawn to Municipal Commissioner's Circular no. 85 of 2013-14 dated 08/01/2014, Municipal Commissioner's Circular no. 88 of 2018-19 dated 28/11/2018, and Municipal Commissioner's Circular no. 101 of 2019-20 dated 08/11/2019 regarding maintaining punctuality in attendance in office by the KMC employees as per scheduled time of arrival and departure.

In spite of issuance of above mentioned circulars some laxity has been observed in strict maintenance of attendance in offices/departments in the KMC.

Hence, collating all previous circulars regarding attendance in office in respect of the officers and employees of the Kolkata Municipal Corporation, the following instructions be strictly adhered to:

1. Every staff and officer shall have to sign the Attendance Register noting the time of arrival and also the time of departure.
2. (a) In all categories of establishments, the grace period for signing the Attendance Register shall be 15 minutes after the scheduled time and an employee/officer coming after this grace period shall be marked 'Late'.
(b) Staff and officers will be allowed to sign the Attendance Register and record attendance within 45 minutes of the scheduled time of attendance. Anybody coming thereafter will be marked 'Absent' and will not be allowed to join duty on the date, unless he/she has been granted 'half-day' casual leave for the first half of the day.

Example:

If the time of attendance in an office is 10.30 a.m., any staff/officer reporting after 10.45 a.m. will be marked 'Late' and after 11.15 a.m. he/she will be marked 'Absent' in the Attendance Register.

Any employee whose duty is to start, say at 8.00 a.m. will similarly be marked 'Late' and 'Absent' if he/she does not turn up for duties within 8-15 a.m. and 8-45 a.m. respectively.

(c) Attendance Register should be kept with a designated officer from 30 minutes after the scheduled time of attendance to 10 minutes before the scheduled time of departure. The Attendance Register should be sent to the office 10 minutes before the scheduled time of departure so that the employees can put their signature in the Departure column. At the scheduled time of departure cross marks will be given against those, who have not signed the departure column.

(d) No staff/officer shall leave office before closing hours without prior permission of the Controlling Officer(s) or Head(s) of the Department.

(e) An officer or employee, who is late in attendance for three days in a month will forfeit one day's Casual Leave for three days of such late attendance. In the case of there 'being no credit in the account of C.L. the leave sanctioning authority shall be competent to deduct Earned/Half Pay Leave. Controlling Officers and Head of the Departments and other Superiors Officers shall ensure that proper procedures/mechanisms are devised to keep an account of deducted leave.

(f) If the Controlling Authority is satisfied that the delayed arrival of an employee in office has been due to dislocation of traffic, heavy downpour or similar genuine and convincing circumstances over which the K.M.C. employee has no control, such delay may be condoned by the Controlling Authority provided such dislocation of traffic etc. should be of general and very extensive in nature.

(g) The competent authority may initiate disciplinary action against a staff/officer for persistent late attendance or persistent early departure from office without permission under the C.M.C. officers & Employee Conduct Regulation 1992-93.

(h) In case any staff/officer is on tour/outside duty, etc., he/she should intimate the concerned officer-in-charge of the attendance register in advance. It may even be through a SMS/Whatsapp.

It shall be the duty of the concerned Controlling officer/Head of the Department to see that these instructions are rigorously followed in all the offices for which surprise visits should be undertaken by the Controlling Officers and other Superior Officers.

By 11.30 a.m. every day, the officer(s) entrusted with checking/marking the attendance and supervision of performance of the staff/officers shall send a report to Municipal Commissioner in form of SMS indicating the numbers of staffs marked late(L) and numbers of staffs marked Absent (A).

The SMS should be sent to – 51969

Syntax: KMC<Space>AT <Space>(numbers of employee marked late)<Space>(Number of staffs marked absent).

The officers entrusted with the checking of attendance and supervision of performance of the staff/officers will be fully accountable for their performance in this regard to the superior authorities.

This order shall take immediate effect.


10/2/2021
Municipal Commissioner

Copy to:

1. All controlling officers.
2. Head of the Departments/officers/units
3. ~~OOB~~ to Hon'ble Chairman, BoA, KMC
4. P.A. to all Member, BoA, KMC
5. P.A. to Municipal Commissioner/Spl.M.C.(G,D & S)/Spl. M.C.(R)