

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S. N. Banerjee Road,
Kolkata: 700013

Date: 01/02/2024

Municipal Commissioner's Circular No. 47... of 2023-24

Sub: Use of PAN as unique identity for contractual and casual employees of KMC.

Pursuant to the approval of KMC Authority vide e-file no. KMC-47024/48/2023-F and A Section (KMC)-KMC (Computer No.E723990) to de-duplicate the entry of all types of contractual and casual employees of KMC, PAN is mandatorily required for all types of contractual and casual employees of KMC like workers under WBUES, SSK, HHW, direct contractual, central pool, through agency, claim free mazdoor etc. Except workers under WBUES, PAN is available for most of the other categories of contractual and casual employees of KMC.

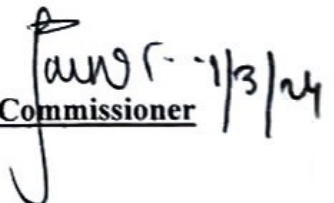
For WBUES workers, PAN data will be collected by updating ERP database. The ERP database is to be updated by the concerned department to capture the PAN of workers under WBUES. All concerned HoDs/ Controlling Officers are requested to update the ERP database accordingly within 15th March 2024.

For the contractual and casual workers other than WBUES workers, all concerned HoDs/ Controlling Officers are requested to collect and send the PAN in excel file to email id: it_dept@kmcgov.in within 15th March 2024. The excel file should be according to the format given below:

Department	Unit/Borough	Contractual Type	Contractual ID	Name	Designation	PAN

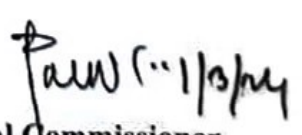
Contact persons from I.T.:

1. Sri Uday Basu Mobile : 9477200150 email : uday_basu@kmcgov.in
2. Smt. Lipi Mandi Mobile : 9434217459 email : lipi.mandi@kmcgov.in


Municipal Commissioner

Distribution:

1. Addl. Mpl. Commissioner
2. Jt. Mpl. Commissioner
3. Municipal Secretary
4. Ld. CMLO
5. All Controlling Officers/ Head of the Departments
6. CO (IT)
7. OSD to Hon'ble Mayor
8. P.A. to Hon'ble Deputy Mayor
9. P.A. to all MMICs


Municipal Commissioner