

**THE KOLKATA MUNICIPAL CORPORATION
OFFICE OF THE MUNICIPAL COMMISSIONER
5, S.N. BANERJEE ROAD, KOLKATA - 700 013**

Dated 28th November 2018

Municipal Commissioner's Circular No. 88 of 2018-19

Attention of all concerned is drawn to Municipal Commissioner's Circular No. 85 of 2013-14, dated 08.01.2014 regarding maintaining punctuality in attendance in office by the KMC employees as per scheduled hours of arrival and departure. Detailed guidelines have been laid out in the said Circular on the procedure to be maintained for ensuring timely attendance in the office.

Controlling Officers/HoDs have also been asked to make surprise visits in their respective offices/departments to rigorously follow the instructions enunciated in the aforesaid Circular.

Now, in view of some laxity observed in strict maintenance of attendance in offices/departments in the KMC and to improve the overall environment of work, it is reiterated that all Controlling Officers/HoDs/Officer-in-charge of attendance shall strictly enforce the instructions enunciated in Municipal Commissioner's Circular No. 85 of 2013-14, dated 08.01.2014 (Copy enclosed for ready reference).

It is specially emphasized that Controlling Officers or any officer deputed by him/her shall pay surprise visit to Offices/Departments under their respective control which are outside the CMO Buildings on no less than once-a-month to ensure regular attendance by staff.

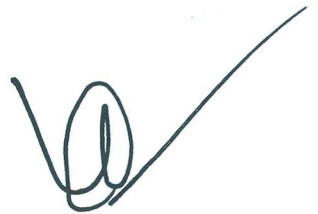
Encl: As stated.



Municipal Commissioner

Copy to:-

- 1) All Controlling Officers
- 2) Head of the Departments/Officers/Units
- 3) P.A. to Mayor/Dy. Mayor/Ch. Whip (TMC)
- 4) P.A. to all Members, Mayor-in-Council
- 5) P.A. to Municipal Commissioner/Spl. M.C(G&D)/Spl. M.C. (R).



Municipal Commissioner

