



THE KOLKATA MUNICIPAL CORPORATION
Central Municipal Office Buildings,
5, S.N. Banerjee Road,
Kolkata-700 013

Municipal Commissioner's Office

Date:- 06-04-17

Municipal Commissioner's Circular No.03 of 2017- 2018

It is observed that most of the KMC offices/departments send files to the SR&AC for settlement of terminal benefits of its employees without updating their service records in Pay-roll System and H.R. System. Mismatches of spelling of name/middle name/surname, address, date of birth, date of joining, date of separation (other than superannuation cases), basic pay etc. are frequently found in such case-files which create hindrances for the SR&A Cell in dealing with the files for payment of terminal benefits. This causes unwanted delay in payments.

In order to solve the problem as mentioned above, a computer-software has been developed which is to become functional from 10th April, 2017. All files relating to payment of terminal benefits will, thereafter, be received by the SR&AC only after comparing and tallying with the system-records.

In view of the above, all departments/offices of the KMC are requested to make arrangements for system updation of service records wherever necessary, before forwarding the files to the SR&AC for payment of terminal benefits. In case of mismatch of service records with system data, the respective file will not be received at the SR&AC. The responsibility for such delay will lie with the functional office/department concerned.

It is reiterated here that all kinds of system updation as required due to promotion, upgradation of pay, re-designation, termination of service due to death etc. are to be done by the functional department itself on production of supporting documents as and where applicable. Same rule will also be applicable for the cases of retiring employees whose files have already been forwarded to the SR&AC. In such cases, the functional offices/department will make necessary entries in respective Service books and ensure system updation.

This will supercede all previous orders if any, in this regard.

This is issued as per the approval of Hon'ble Mayor vide dated 05.04.2017.


Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Copy forwarded to:-

1. All Controlling Officers
2. All Head of Offices/Department/Units
3. P.A. to Joint Municipal Commissioner (G&D)
4. P.A. to Joint Municipal Commissioner (R)