



THE KOLKATA MUNICIPAL CORPORATION  
PERSONNEL DEPARTMENT  
5, S. N. BANERJEE ROAD, KOLKATA - 700 013

Dated: 03.07.2017

Chief Manager (P)'s Circular No. 13/VIII/2017-18

C.(P)'s Circular No./38/IVA/2011-12 dated 01.02.2012 the reckonable date for inclusion of educational and other qualification(s) since left out in respect of KMC employees, expired on 01.03.2012.

However it is observed that during subsequent period several proposals were processed from various departments of the KMC seeking inclusion of educational/other qualification(s) hitherto unreported or suppressed by employee(s). Under this circumstance the issue of granting further opportunity for inclusion of academic and other qualification(s) of the employee(s) in the Service Book has been duly examined and considered by authority in its true perspective.

Now, after due consideration of the matter, authority has been pleased to extend the date of inclusion of such educational and other qualification(s) of employees in the Service Book up to 02.08.2017 keeping all other terms and conditions of the Circular No.17/2004-2005 dated 19.11.2004 unchanged.

A copy of D.M.C.(P)'s Circular No./17/2004-2005 dated 19.11.2004 is uploaded in KMC's website for reference of all concerned.

This is issued with approval of the Municipal Commissioner dated 23.06.2017.

Sd/-  
Chief Manager (Personnel)

Copy to:

1. All Controlling Officers
2.  DG (IT) with the request to upload a copy of this circular in KMC's website along with the enclosure thereto.
3. Heads of Departments with a request to display a copy of this circular on the office Notice Board also for wide circulation besides intimation to all concerned
- 4-6. P.A to Hon'ble Chairman/ Hon'ble Mayor/ Hon'ble Dy. Mayor
- 7-9. P.A. to Mpl. Commissioner/ Jt. Mpl. Commissioner(G)/ Jt. Mpl. Commissioner(D)

*A. Hood*  
03/07/17  
Chief Manager (Personnel)

*MS/ET (Sri R. Biswas)*

*Pl. arrange to upload both the circulars.*

*DG/ET*  
04/07/17  
D.G. (I.T)

The Kolkata Municipal Corporation

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Dy. PO - *Um*  
3/7/17