

24-11-2004

THE KOLKATA MUNICIPAL CORPORATION
PERSONNEL DEPARTMENT
5, S. N. BANERJEE ROAD, KOLKATA-13

Date : 19 /11 /2004

D.M.C.(P)'S CIRCULAR NO./17/2004-2005

In recent days , it is frequently seen that applications of some KMC employees for inclusion of their academic qualification are received by Personnel deptt. But most of the cases are rejected on the ground of non-availability of 'No objection certificate' issued by the employer; i.e, KMC and other technical reasons. It is also found that in some cases higher qualification was obtained prior to joining to KMC services, but it is not properly recorded in their service books due to some reasons or other. As a result of it, database of PIS remains incomplete and due to insufficient information, KMC fails to utilise their knowledge and skills properly by putting right person at right place.

Considering above matters, it is now decided to open up procedure for recording of academic qualification of employees, be a suppressed or rejected one so far. This scope for inclusion of academic qualification, suppressed or prayer was rejected on any ground, is extended to all KMC employees for the period from **01/12/2004 to 31/12/2004**. Here, academic qualification includes educational, technical , professional and also in fine arts, s.a Music. Employees are directed to send their application to Personnel department through their present department along with their service book, personal file and supportive documents within the above mentioned period. It is also to be taken into notice that during processing of the cases, if discrepancies found regarding dt. of birth, father's name, etc., the entry already made in service books would be taken as final.

This is issued with the concurrence of Municipal Commissioner and Hon'ble Mayor.


(S. Chatterjee)
Dy. Municipal Commissioner(P)

Copy to:-

1. All Controlling Officers /Hs-O-Ds