



The Kolkata Municipal Corporation
Service Records & Accounts Cell
5, S. N. Banerjee Road, Kolkata - 700 013



Dated July 14, 2017

Circular no. 25 of 2017-18

Attention of all concerned is drawn to the followings as resolved by the M-I-C in its meeting dated 11.05.2017 -

1. All allottees of KMC staff quarters will have to vacate their allotments immediately after termination of employment by any reason.
2. Relaxation, if applied for by the allottee / family member of a deceased allottee, may be allowed for concessional overstaying as per sub rule (2) of Rule 36 of the KMC Premises Occupancy Regulations upon approval of the KMC authority.
3. The entire amount payable as Gratuity to a retiring employee / the family of a deceased employee will remain withheld until the vacation of the KMC premises under occupation.
4. In case of non-availability of either the certificate of surrender of KMC staff quarters or the undertaking for occupancy for an additional period after termination of employment, payment of terminal benefits will be withheld.
5. In case of unauthorized occupation of KMC quarters by existing KMC employees, the Borough Executive Engineer concerned will recommend the stoppage of payment of salary to the employee.

Executive Engineers of different Boroughs are also requested to send quarter vacation report to the C. M (S. R & A. C, Pension Cell, P. F Cell, G. I. Cell, H. B. A. Cell & Staff Quarter) in time.

This is for immediate and strict compliance.

This has got approval of Hon'ble Mayor dt. 10.07.2017.


Municipal Commissioner
14/8/17

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