

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



Dated 04.10.2016

Municipal Commissioner's Circular No. 43 of 2016-17

Controlling Officers of a few Department notably, CME(C), Water Supply, SWM- I etc. were requesting for posting of personnel on promotion, transfer and new appointment directly at their disposal for CMO (HQ & Br. I to X) and added areas of JU, SSU, GRU and Br XVI instead of the existing policy of posting according to allocation of manpower as per the Schedule of Establishment of the KMC so that they can arrange for posting as per their convenience to facilitate smooth functioning of the departments.

The matter was under active consideration of authority for sometime and a detailed deliberation in this regard was held in the chamber of CMF&A on 17.08.2016 in the presence of Jt. Municipal Commissioner (Personnel), DG(WS), DG(SWM-I&II), Ch. Manager(P) and other officials of Personnel Department, F&A Department and IT Department. On the basis of discussion in the said meeting it is decided as follows:

1. Henceforth, posting of all personnel on promotion, transfer and new appointment at CME(C), Water Supply and SWM- I departments will be made directly at the disposal of the Controlling Officers of those departments for CMO (HQ & Br. I to X) and added areas of Jadavpur Unit, SS Unit, GR Unit and Br XVI as per combined strength of all those areas (HQ & Br I to XVI) as approved in the Schedule of Establishment of the KMC or in proportion thereto as per availability of manpower at the time of promotion, transfer and new appointments.

In case of all water works and pumping stations, combined staff strength of those establishments taken together shall be placed at the disposal of DG (WS) for posting of personnel as per their respective sanctioned strength in addition to the arrangement mentioned in the para above.

2. Controlling Officers of the aforesaid departments will in turn make the actual placement/posting of personnel in the CMO (HQ & Br. I to X), added areas and water works and pumping stations (for WS Dept) in such a way that the personnel posted under the respective establishments or departments don't exceed the sanctioned strength of the establishments of those areas/departments.
3. Manager (Systems)/HR of IT Dept. will modify the computerized HR module in such a way to enable the Controlling Officers of the aforesaid departments to make actual posting through HR module in conformity with decision taken at clause (1) and (2) above. The modification shall also ensure that the updated status of posting is reflected in the HR module of Personnel Dept.
4. This system of posting is being introduced on an experimental basis for the CME(Civil), Water Supply and SWM-I departments only and may be extended to other departments also in a phased manner on successful implementation of the proposed system.


Municipal Commissioner

