



THE KOLKATA MUNICIPAL CORPORATION  
CENTRAL MUNICIPAL OFFICE BUILDINGS  
5, S.N. BANERJEE ROAD, KOLKATA-700 013.

Municipal Commissioner's Office.

Dated: 22/11/2016

Municipal Commissioner's Circular No. 54... of 2016 – 17.

**Sub: Advance Drawal of Salary / Remuneration or Wages and payment in cash**

1) Pursuant to the Memo No. 5970-F(Y) dated 21/11/2016 issued by Finance Department, Government of West Bengal, it has been decided by the authority of KMC to allow the below mentioned categories of employees and other persons engaged by KMC to allow to draw Part salary/remuneration or wages in advance against the Salary/Wages of December, 2016 and make cash payment.

- i) Group – C and Group – D Employees of the KMC including Teaching and Non-Teaching Employees of Education Department.
- ii) Personnel engaged following the Government guidelines, in equivalent categories of Group C & D i.e. Work Charged / Contract / Casual / Daily wages & other similar categories.

2) Group – C and Group – D Employees may be allowed an amount of Rs.5,000/- (Rupees Five thousand) only. Concerned HOD will prepare a manual bill and will present the same to the IFUs with the instruction for issue of open cheque in favour of the HOD.

3) The personnel engaged following the Government guidelines, in equivalent categories of Group C & D on Work Charged / Contract / Casual / Daily wages & other similar categories may also be paid in cash an amount of Rs.2,000/- (Rupees Two thousand) only as advance against their remuneration /wages etc. for the month of December, 2016 provided that their average monthly remuneration or wages exceeds Rs.2000/-. Concerned HOD's will prepare a manual bill and will present the same to the IFUs with the instruction for issue of open cheque in favour of the HOD.

4) While drawing the Salary/remuneration or wages, etc. for the month of December, 2016 a certificate has to be furnished by the concerned HOD that the advance drawn under this order has been duly adjusted in that bill.

5) Employees/personnel, who wish to receive the part salary/remuneration or wages in cash as advance may give their option (Format enclosed) to their respective HOD by 25<sup>th</sup> November, 2016. In case no option is received by the said date, it will be presumed that the employees / personnel are not willing for cash payout.

