

MUNICIPAL COMMISSIONERS OFFICE
THE KOLKATA MUNICIPAL CORPORATION
CENTRAL MUNICIPAL OFFICE BUILDINGS
5, S. N. BANERJEE ROAD, KOLKATA- 13

Municipal Commissioner's Circular No. 58 of 2016 – 17 Dated 26-11-2016

In view of call given by the Left Front for a 24 hours general strike in West Bengal on 28th November' 2016, it has been decided that all the offices, schools, health units and other units of the Kolkata Municipal Corporation would remain open and all the employees should report for duty on that date. It has also been decided that no leave shall be granted to any employee on the bandh day and the next day of bandh i.e. 29.11.2016

Absence of employees on that date will be treated as 'dies non' and no salary will be admissible unless such absence is covered by grounds as mentioned in Finance Department Memorandum No. 2013-F(P) dated 06.03.2012 which are reproduced below:

- Hospitalization of the employee.
- Bereavement in the family.
- Severe illness and absence continuing from before.
- Employees who had been on Child Care Leave, Maternity Leave, Medical Leave and Earned Leave sanctioned and continuing prior to issue of this order.
- Compelling reasons of similar nature, where the employees could not report for duty for circumstances beyond his / her control. (Specific reasons with documentary proof will have to be furnished in each case.)

It is mentioned here that dislocation of traffic will not be a reason for granting leave.

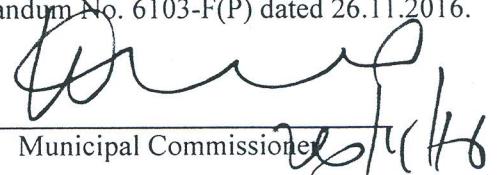
All Controlling Officers / Heads of Departments / Offices concerned will issue Show-cause notice to the employee (s) concerned who will remain absent on 28/11/2016 and 29/11/2016, asking him /her to explain why action would not be taken against him / her for such unauthorized absence. On receipt of satisfactory reply, leave due and admissible may be granted on production of documentary evidence on the ground mentioned above.

Where the absence is not covered by any of the above mentioned reasons and the leave has not been approved, the same will be treated as 'dies non' and no salary will be admissible for those days i.e. 28.11.2016 & 29.11.2016. However, this will not affect past service of the concerned employee.

Those who will not respond to the Show-cause notice will be liable to disciplinary action.

All course of action in terms of this order should be completed by 9th December, 2016 and compliance report on action taken should be sent to this Department.

This is issued in pursuance of Finance Department, Audit Branch, Memorandum No. 6103-F(P) dated 26.11.2016.


Municipal Commissioner

DISTRIBUTION: -

- All MMICs
- Jt. Mpl. Commr. (G & D) / Jt. Mpl. Commr. (Rev.)
- All Controlling Officers / HODs
- All Borough Executive Engineers (I- XVI)
- OSD to Hon;ble Mayor
- OC, Control Room