



*Municipal Secretary's Office  
Kolkata Municipal Corporation  
CMO Buildings  
5, S N Banerjee Road, Kolkata 700013*

**MUNICIPAL SECRETARY'S CIRCULAR NUMBER 60 OF 2018-19 DATED 30<sup>th</sup> March, 2019**

In supersession of earlier orders applicable to the extent, the following security measures are to be implemented to restrict the unwanted entries at KMC, Headquarters with immediate effect.

The entries through gates are categorised as follows:

GATE	ENTRY FOR
MAYOR'S GATE	VIP & SENIOR OFFICIALS OF KMC
LICENCE, WATER SUPPLY (ELITE GATE) & SINGHADWAR	KMC OFFICIALS & GENERAL VISITORS
TREASURY GATE	KMC OFFICIALS, AND VISITORS COMING ONLY FOR THE PURPOSE RELATING TO BIRTH AND DEATH CERTIFICATE
SKY WALK (BETWEEN CMO BUILDING AND HOGG BUILDING)	ONLY KMC OFFICIALS

Further to restrict entry of unauthorised persons, visitors slip may be issued in the following manner:

PURPOSE	COLOUR OF VISITOR'S SLIP
TO MEET VIPs, MC & Spl MCs	Light Green
Birth & Death Certificate	Light Pink
General Visitors	Sky Blue

- ❖ All the employees may be apprehended by the security personnel if **identity card is not visible**.
- ❖ Visitors will not be allowed inside the CMO Building without valid visitors slip and action will be taken if anyone is found without valid visitor's slip.
- ❖ Four wheelers are allowed to enter into CMO Building through the south western gate and stopped near the reception centre as per existing procedure.

This issues with the approval of the Hon'ble Mayor dated 28/03/2019.

  
Municipal Secretary 30/3/19

**Copy to:**

- PA to Hon'ble Chairperson
- PA to Hon'ble Mayor
- PA to Hon'ble Dy. Mayor
- All MMIC
- PA to Mpl. Commissioner
- PAs to Spl Mpl Commissioner ( R ) & Spl Mpl Commissioner ( G, D &S)
- All Controlling Officers/HODs
- Security Advisors
- Deputy Security Officer
- OC . KMC Out Post