



**Municipal Secretary's Circular No.06Of 2024-25 dated 08/07/2024**

In pursuance of the memorandum no. 2772-F (P2)/FA/O/2M/74/16(NB) dated-the 19<sup>th</sup> June, 2024 issued by the Additional Chief Secretary, Finance (Audit) Deptt. to the Govt. of West Bengal, it is notified to all concern that the KMC employees, who will cast their vote in the Bye election to 35-Raiganj, 90-Ranaghat Dakshin (SC) ,94-Bagda (SC) and 167-Maniktala Assembly Constituency, may be allowed to enjoy holiday /special leave on the date of poll i.e.10<sup>th</sup> July 2024.

All KMC offices / schools situated within the 167-Maniktala Assembly Constituencies will remain closed on the respective date of poll, so that every employee under the afore mentioned assembly is able to exercise his/ her right to franchise in the election.

If the KMC offices / schools which will be used as polling station/ sector office / distribution-cum-receiving centre or for any other related purpose, that particular section /Department shall remain closed on the day before the respective date of poll.

If the poll process continues upto late hours on the date of poll, special leave may be allowed on the following day of the poll to the officers and employees of KMC deployed for polling duties.

This is issued with the approval of Mpl. Commissioner dated- 09.07.2024

**Municipal Secretary**

**Distribution :**

- 1.All Controlling Officer/HoDs.
- 2.All Br. Executive Officers.
- 3.OSD to Hon'ble Mayor.
- 4.PA to Municipal Commissioner.
- 5.PA to Addl. Municipal Commissioner
- 6.PA to Jt. Mpl. Commissioner
- 7.PA to Municipal Secretary.
- 8.PA to all MMICs.
- 9.O.C Control Room
10. Establishment Section
11. Section- II