



Empowering with information

**COMPENDIUM OF IMPORTANT
DEPARTMENTAL CIRCULARS / ORDERS**

2011 - 12

THE KOLKATA MUNICIPAL CORPORATION

MESSAGE

I am immensely pleased to note that the Kolkata Municipal Corporation is bringing out the Compendium of important Departmental Circulars and Office Orders for the financial years 2010-11 to 2013-14 separately in four volumes. This is a constructive initiative taken, considering the fact that many important departmental office orders and Circulars have been compiled in a single volume pertaining to the relevant financial year. This will serve as a comprehensive guide to office work.

Illustrations contained in various Central and State Acts and Rules framed thereunder, by the respective Government, and Resolutions taken in the Mayor-in-Council and Corporation level meetings have been reflected in the directives, guidelines and instructions contained in the Departmental Circulars and Office Orders.

The overall aim is to increase efficacy in work and to make the administration more responsive. Efforts have been made to maintain concordance between organizational goals, procedures of work and functionaries entrusted with the responsibility of discharging them. For those who are working in the Kolkata Municipal Corporation and for future entrants, the Compendium of important Departmental Circulars and Office Orders will be an invaluable source of training, guidance and reference.

I am sure that the volumes of Compendium of important Departmental Circulars and Office Orders would be of help to all who serve in the Kolkata Municipal Corporation to increase their efficiency and effectiveness in work.



Sovan Chatterjee
Mayor
The Kolkata Municipal Corporation

Khalil Ahmed, I.A.S.
Municipal Commissioner

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PREFACE

There are a number of Circulars and Office Orders which have been issued from the Offices of the Municipal Commissioner and other Controlling Officers of the respective departments of the Kolkata Municipal Corporation from time to time.

The need was felt to publish the volumes of Compendium of important Circulars and Office Orders, for the financial year 2010-11 to 2013-14, so that the Circulars and office orders were readily available at the time of urgency. The volumes of Compendium of Circulars can serve as reference books on the day to day functioning of the departments of this Corporation and will throw light on the nuances of City Administration and Urban Governance. Surely this publication of Compendium in four separate volumes, will serve as vital sources of information on the nature of work and functions of various departments of this Corporation. These volumes of Compendium will empower the functionaries at all levels of the Kolkata Municipal Corporation and will enhance the efficacy of the workforce.

An elaborate exercise was done under the guidance of Sri Upendranath Sarkar, Joint Municipal Commissioner (Personnel & Supply) and Sri Harihar Prasad Mandal, Municipal Secretary, to collect, compile and publish the volumes of Compendium. Concerted effort was put in by Sri Saubhik Bhattacharya, Dy. Manager (Mpl. Commissioner's Department) and Sri Kalicharan Banerjee, Dy. Manager (Dept. of Social Welfare & Urban Poverty Alleviation) to compile the Circulars and office orders issued from respective departments. All Controlling Officers and Heads of Departments have also put in their endeavour in providing the office orders and circulars for the publication of the volumes of the Compendium. Sri Ayan Goswami, Steno-typist and Sri Saikat Roy, Computer Operator, both have made every effort in typing these circulars and office orders. Sri Biswajit Biswas, Press Superintendent has taken painstaking effort to print the volumes of Compendium in our Printing Press.

We are thankful to all of them.

Dated : 2nd May, 2014



(Khalil Ahmed)
Municipal Commissioner

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OFFICE OF JOINT MUNICIPAL COMMISSIONER (GENERAL & DEVELOPMENT)				
Order No.	Date	Brief Description	Department Concerned	Page No.
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	29/02/2012	In the matter of W.P. No. 1060 of 2011 (Kalyan Biswas vs KMC & ors), and 1061 of 2011 (Nilanjana Biswas vs KMC & Ors.), wherein the prayer of the Petitioners for conversion of the flats from lease hold to free hold could not be entertained.	Chief Valuer & Surveyor	83
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BUILDING DEPARTMENT				
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1	13/04/2011	All Bldg construction sites should be equipped with site copies of one set of bldg plan along with other documents as per the Rule 23 (1) & (2) of KMC Bldg Rule 2009.	DG	85
2	13/04/2011	Validity period of any Building plan shall be for a period of 5 years initially with a renewal term of 5 years after the expiry of the initial term of such plan as per the provision of Section 399 of KMC Act 1980 and deal with pending application relating to our validation plan.	DG	86
14	29/07/2011	Guidelines to be followed in dealing with the cases relating to the sanction of Bldg. Plan.	DG	86
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27	13/02/2012	Undertaking in the prescribed format should be obtained from the applicant of any plan sanction relating to plots following on either side upto 500 mtr. from the centre line of EM Bypass.	DG	88
6	16/06/2011	MBC Agenda for plan proposal under Section 394 and 142 as per prescribed format and the plan scrutiny software should be used for acceptance demand generation and sanction register.	DG	89

Circular No.	Date	Brief Description	Issued By	Page No.
15	16/08/2011	All Draftsmen posted in the Bldg. Dept shall discharged from duties relating to calculating fees and charges as per the provision laid down in the KMC budget schedule under Section 393, 394, 399, 400(1). 410 and 416 etc. of the KMC act 1980 and Rule 3 (2) E of Bldg. Rules 2009.	DG	90
19	12/9/2011	Internal staircase within the flat in case of Duplex/Triplex Unit should not be eliminated by calculating FAR and no plan cases including issuance Bldg. permit and CC should be processed without checking current paid up tax bill for the current financial year.	DG	90
23	12/12/2011	Building Plan which has been accepted for the construction of any Hospital, Nursing Home or any Health Care Unit shall not be processed for sanction until and unless the same has been scrutinized by the office of DG (Bldg.).	DG	90
25	31/12/2011	Any deviation case related to Nursing Homes and Hospitals should not be allowed to stand on payment of fees and charges beyond sanction or sanctionable limit within the frame of act and by laws as per the direction issued by Joint Secretary of Dept. of Municipal Affairs, Govt. of West Bengal.	DG	91
26	01/02/2012	Police intimation slip should be given only in prescribed format which is served along with notice under Section 401(1) of the KMC Act 1980.	DG	92
28	01/06/2012	Supervising Personnel should inform the Corporation Authority in writing immediately during the progress of construction of a building or structure which are being carried out illegally beyond the sanctioned limit.	DG	93
29	01/06/2012	Exe. Engineers are directed to keep strict vigil to identify the cases of illegal construction and to take stringent action against any deviation beyond sanctionable limit to intimate local Police Station and Police Headquarter as the case may be.	DG	93
33	15/02/2012	All Urban Local Bodies should take necessary steps and measures during the construction of any project as per the direction issued by the Dept. of Environment, Govt. of West Bengal from the point of view of pollution control.	DG	94

EDUCATION DEPARTMENT

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24	22/06/2011	Inspection of Mid-Day-Meal for the students of KMCP Schools organized by SDC/NHG/NHC/CDS and CLPOA.	Chief Manager (Education)	99
28	08/07/2011	Celebration of "Aranya Saptaha" by school children.	Chief Manager (Education)	99
29	13/07/2011	Attending the programme of the "ARANWA SAPTAHA" inaugurated by the Hon'ble Chief Minister, Govt. of West Bengal at Rabindra Sarobar Stadium.	Chief Manager (Education)	100
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41	12/09/2011	Opening of Bank A/c. under your school with the help of SDC & Teacher.	Chief Manager (Education)	102
43	22/09/2011	Payment for Ex-gratia to Part time sweepers of KMCP schools.	Chief Manager (Education)	102
44	22/09/2011	The Personal Files of employees who are about to retire are to be sent to the Service Record and Accounts Cell.	Chief Manager (Education)	103
48	15/08/2011	Introduction of Inspection Book for inspection of School/SSK.	Chief Manager (Education)	103
59	30/11/2011	Submission of Service Record of Teachers on services.	Chief Manager (Education)	104
74	28/12/2011	The officers in Education Deptt. will inspect the Kitchen shed to ensure the directives discussed by the Director, Fire Service, Govt. of West Bengal to be followed for safety and security of students and others.	Chief Manager (Education)	104
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123A	16/04/2012	Duty Allotment of Deputy Education Officer and Inspector of School.	Chief Manager (Education)	108
FINANCE & ACCOUNTS DEPARTMENT				
Circular No.	Date	Brief Description	Issued By	Page No.
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2	12/07/2011	Pay drawn and admissible statement for settlement of terminal benefits of employees retired/died on or after 1/04/06 will be drawn by the functional department for verification by the concerned IFU with effect from 01-04-2006.	Controller of Municipal Finance & Accounts	113
3	20/08/2011	Payment of salary for the month of August 2011 to the employees of KMC will be made available with the salary disbursing banks on 29-08-2011 due to Id-UI-Fitre festival.	Controller of Municipal Finance & Accounts	113

Circular No.	Date	Brief Description	Issued By	Page No.
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5	24/08/2011	Grant of Ad-hoc Bonus to the Employees of KMC for the year 2010-11.	Controller of Municipal Finance & Accounts	115
6	10/09/2011	Payment of 50% of the 3 rd instalment of arrears accrued under ROPA 2009	Controller of Municipal Finance & Accounts	116
7	14/10/2011	Controlling Officers/HODs/Br.Ex.Engineers to submit the Budget Estimate for 2012-13 and Revised Estimate for 2011-2012 as per the programme in prescribed format.	Controller of Municipal Finance & Accounts	116
8	26/11/2011	In continuation to F & A Deptt. Circular No. 1 of 2011-12 dated 24-05-2011, all concerned are to ensure deduction of Income Tax at Source from salary for the current FY to be completed within the month of February 2012, i.e. Salary Bill of February 2012, payable in March, 2012.	Controller of Municipal Finance & Accounts	118
9	05/12/2011	Formation of team of officers of IT Deptt. to provide technical support to OSD (Civil & Nodal Officer ERP Engineering) & Chief Manager (Finance & Accounts) for implementation of ERP Engineering.	Controller of Municipal Finance & Accounts	122
10	23/12/2011	Formation of team amongst officers of IT deptt. for implementation of Unit Area Assessment and changes in Common Collection System including generation of Demand and changes in Finance ERP interface.	Controller of Municipal Finance & Accounts	123
11	27/12/2011	Reminder to Controlling Officers/HODs for submission of budget proposal showing provision for revised budget of 2011-12 and provision for 2012-13 within 31 st December, 2011.	Controller of Municipal Finance & Accounts	123
12	28/12/2011	Grant of Dearness allowance to the employees of the Kolkata Municipal Corporation with effect from 1 st January, 2012.	Controller of Municipal Finance & Accounts	124
13	02/01/2012	To dispose off the matter of fixation of pay and payment of arrear dues and obtain financial vetting in respect of Hearing Officers and in cases of Chairman/Secretary Member of MAT, MBT, MSC.	Controller of Municipal Finance & Accounts	124
14	11/02/2012	To ensure submission of bills in respect of works/supplies to be completed in the FY 2011-12 in phased manner to the concerned IFU within 14-03-2012.	Controller of Municipal Finance & Accounts	125
HEALTH DEPARTMENT				
Order No.	Date	Brief Description	Issued By	Page No.
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111	18/08/2011	Staff working under Urban Employment Scheme may be given Inj. T. Toxide from the Antirabies Vaccination Centre if they report with cuts and wounds.	Chief Municipal Health Officer	125

Order No.	Date	Brief Description	Issued By	Page No.
134	01/09/2011	M/s SembRamky Environmental Management Pvt. Ltd. has been directed to supply materials and consumables to the Superintendents of the 5 hospitals and Exe. Health Officer in accordance with the prescribed annexed list for the year 2011-12 in terms of the executed agreement.	Chief Municipal Health Officer	126
191	11/04/2011	As directed by Animal Welfare Board of India, all Animal welfare Organisations and Civic Bodies to ensure that sterilized stray dogs should be returned to their original habitats from where they were captured.	Chief Municipal Health Officer	127
218	14/11/2011	Direction to all Ex. Health Officers for sending the Birth Registers, coming from all the hospitals and nursing homes under their respective Borough offices to the Health (H.Q), KMC after 1 year on completion of data entry in the computer installed in the Borough office and to ensure data entry from Birth Registers in proper manner.	Chief Municipal Health Officer	128
220	14/11/2011	Processing of "Janani Suraksha Yojona" application for BPL people as well as for the people who have the recommendation of Ward Councillor/MLA/MP.	Chief Municipal Health Officer	128
228	28/11/2011	Final disposal of Bio-Medical waste generated at 5 hospitals and 162 Health Care Establishments including Ward Health Units, Dispensaries, Chest Clinics and DOT Centres and supply of materials and consumables for proper management of the Bio-Medical waste.	Chief Municipal Health Officer	129
245	08/12/2011	Issuance of Birth Certificate from any Borough Health Office after observing all formalities if the data is available in the system to avoid over crowding in the Health Head Quarter, KMC.	Chief Municipal Health Officer	129
265	23/12/2011	Anti Rabies vaccinees of KMC ARV Clinics should be urged upon taking the ARV as per schedule. Continuation of anti-rabies vaccination to the defaulters on the recommendation of Medical Practitioners.	Chief Municipal Health Officer	130

MARKET DEPARTMENT

Order No.	Date	Brief Description	Issued By	Page No.
6	10/08/2011	Transferer are to obtain prior permission before transferring stalls / slabs or to mutate the names in favour of the transferee.	Chief Manager (Market)	130

MUNICIPAL SECRETARY'S DEPARTMENT

Circular No.	Date	Brief Description	Issued By	Page No.
2	11/04/2011	K.M.C. Offices/Schools, barring the maintenance and essential services, shall remain close on Thursday, the 14 th April, 2011, on the occasion of the Birthday Anniversary of DR. B.R. Ambedkar.	Municipal Secretary	130
5	30/04/2011	Supply and fixation of Khas Khas Curtains and bamboo chicks.	Municipal Secretary	130
7	26/05/2011	Sri Tarak Singh, Councillor Wd. No. 118 has taken Oath as Member, Mayor-in-Council today i.e., on 26 th day of May, 2011.	Municipal Secretary	131
8	28/05/2011	Member, Mayor -in- Council Sri Tarak Singh has been entrusted with the charge of the four departments.	Municipal Secretary	131

Circular No.	Date	Brief Description	Issued By	Page No.
9	09/07/2011	Reimbursement of mobile telephone charges at the indicated rates will now onwards be made to the mentioned officers/officials of the stated designation/posts of this Corporation.	Municipal Secretary	131
10	09/07/2011	Servicing of KMC manual Type-writers (English & Bengali) for KMC Head Quarter, other Borough Offices and various Departments of KMC @ Rs. 120/- per Machine per annum.	Municipal Secretary	132
11	01/08/2011	Muslim Employees of Kolkata Municipal Corporation who observe "Fasting" during the month of "RAMJAN", may be allowed to leave office on and from 02.08.2011 to the last day of "RAMJAN" one hour earlier than usual office hour excepting Saturday and half holidays.	Municipal Secretary	132
12	05/08/2011	22 nd Shrabana of Bengali Year 1418, (Monday, the 8 th August, 2011), is hereby declared a Public Holiday in memory of Kabiguru Rabindranath Tagore.	Municipal Secretary	133
17	09/08/2011	18 th of July, 2011 is hereby declared as a sectional holiday on account of Sab-e-Barat to the Muslim employees of the Kolkata Municipal Corporation.	Municipal Secretary	133
19	26/08/2011	All casual workers working under different private agencies will be paid festival ex-gratia @ Rs 400 (Rupees Four Hundred only) per such casual worker for the financial year 2011-12.	Municipal Secretary	133
20	07/09/2011	All Controlling Officers/HODs are to certify, before forwarding tender notices of New Works to I & P.R. Department for publication, that such "publication will not attract the Model Code of Conduct within the area of Kolkata Electoral District w.e.f 25-08-2011.	Municipal Secretary	133
21	08/09/2011	Allowing the Hindu employees of the Kolkata Municipal Corporation to perform 'TARPAN' during 'PITRI PAKSHA'.	Municipal Secretary	134
22	19/09/2011	Revision of wage set up for contractually engaged labourers/ helpers /lighters/ operators of drainage Pumping Stations and Electricity and lighting departments.	Municipal Secretary	134
23	24/09/2011	Corrigendum of Municipal Secretary's Circular No. 19 of 2011-12. The Municipal Secretary's Circular Number 19 Dated 26 th August, 2011, the 2 nd word of the first line of the said Circular be read as "Casual/ Contractual" instead of only "casual".	Municipal Secretary	135
26	15/10/2011	Blacklisting of M/s Allied Bitumen Complex (I) Pvt Ltd having its registered office at 98 BK Pal Avenue, Kolkata 700 005 for the period of two years.	Municipal Secretary	126
27	05/11/2011	All Controlling Officers/HODs are to ensure before forwarding proposals for Tender/Works Committee or for paper publication of any new work that the proposed work is an on-going work by nature and does not attract or infringe the Model Code of Conduct.	Municipal Secretary	136
28	14/11/2011	M/s Ahana Construction, Civil Contractors, with its office at 1/57 Bagha Jatin, Kolkata 700 092, is hereby declared to be blacklisted for a period of 03 (three) years.	Municipal Secretary	136
29	28/11/2011	In connection with the Bye-Election to 23-Kolkata Dakshin Parliamentary Constituency the offices or units situated in the following Wards in the areas of the following Assembly Constituencies will remain close on Wednesday, 30 th November, 2011 being a public holiday for the establishments there, Under the Section 25 of the N.I Act, 1881.	Municipal Secretary	137

Circular No.	Date	Brief Description	Issued By	Page No.
30	05/12/2011	Minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Boat Drivers, Boat Helpers, Security Gunmen and Lift Operators, etc. the mentioned wages have WITH EFFECT FROM 29 TH SEPTEMBER, 2011 been approved by the authority of this Corporation and arrears may accordingly be paid FOR THE PERIOD TILL 31 ST OCTOBER, 2011.	Municipal Secretary	137
31	14/12/2011	Controlling Officers are to examine & prepare lists of waste papers/old files/broken & unused furniture and send specific requisition to the end of Care-Taker and/or Dy. Manager (Records) Section for removal.	Municipal Secretary	139
33	24/12/2011	In view of the sad demise of Smt. Ila Dam, Councillor of Ward No. 1 on 23.12.2011, the Corporation express its deep grief on the matter and it declares that the Corporation Offices and the Schools, excepting those Department of the day on 24.12.2011.	Municipal Secretary	139
35	28/12/2011	Preparation of list of all eligible employees (Department-Wise) by way of making entries on the Computer Livery on – line system for the supply year 2012.	Municipal Secretary	139
37	11/01/2012	The Governor of West Bengal has been pleased to declare the Thursday, the 12 th January, 2012 the birthday of Swami Vivekananda as a public holiday under section 25 of the Negotiable Instruments Act, 1881.	Municipal Secretary	140
38	09/02/2012	Revision of wages for Security Personnel, Mazdoor, Health workers, Field workers, Boat Drivers, Boat Helpers, Security Gunmen and Lift Operators w.e.f. 1st January, 2012.	Municipal Secretary	140
17	13/09/2011	Duties of Dy. Security Officer at the CMO Buildings.	Municipal Secretary	141
18	13/09/2011	Duties of the Care Taker as regards to the Security Personnel under him.	Municipal Secretary	142
PERSONNEL DEPARTMENT				
Circular No.	Date	Brief Description	Issued By	Page No.
02/II	06/05/2011	Extension of time limit for submission of “declaration of Assets as on 2011”	Dy. Municipal Commissioner (Personnel)	143
03/VIII	25/05/2011	Confirmation as one time event in the career of a Corporation employee, unless he is reappointed directly to some other post of KMC including the concept of confirmation and lien.	Dy. Municipal Commissioner (Personnel)	143
04/IVA	27/05/2011	All departments to send detailed vacancy report in respect of Unskilled labour to Personnel Department	Dy. Municipal Commissioner (Personnel)	145
05/IIIA	10/06/2011	Providing service particulars in respect of D.S.O, A.S.O. Seargent, Asstt. Seargent, S.A (Gr-I, Gr-II, Gr-III) working in diferent depts. of KMC.	Dy. Municipal Commissioner (Personnel)	145
07/IIID	16/06/2011	All departments to send detailed vacancy report in respect of Semi Technical Cadres to Personnel Department.	Dy. Municipal Commissioner (Personnel)	146
8	08/07/2011	Recruitment of Sub Assistant Erngineers in Civil, Electrical, & Mechanical streams from eligible in-house employees of KMC through by way of departmental examination/interview by a Selection Committee of KMC.	Dy. Municipal Commissioner (Personnel)	146
13/VIII	17/08/2011	Female employee of KMC to be granted 180 days of maternity benefit instead of existing 135 days.	Dy. Municipal Commissioner (Personnel)	148

Circular No.	Date	Brief Description	Issued By	Page No.
19/IIIB	09/09/2011	Guidelines issued to ensure proper noting of permanency and confirmation in the Service Book in respect of category A and B officials of KMC.	Dy. Municipal Commissioner (Personnel)	148
23	25/10/2011	Change of option for fixation of pay for employees on promotion to higher post in the higher scale or promotion to higher scale with regard to ROPA Rules, 2009 and payment of arrear.	Dy. Municipal Commissioner (Personnel)	149
25/IIIC	01/11/2011	Tenure of posting of all officials transferred against various office orders working in their previous department will be extended from 01-11-2011 to 31-03-2012.	Dy. Municipal Commissioner (Personnel)	150
27/IVA	04/11/2011	Controlling Officers and HODs are to furnish list of unskilled labours under their control for the last three years, whose service have been terminated due to long absence.	Dy. Municipal Commissioner (Personnel)	150
31	04/11/2011	Modification of the note relating to the R/R for the Cadre/ Post of Teacher under KMC Subordinate Education Service.	Dy. Municipal Commissioner (Personnel)	150
38/IVA	01/02/2012	Extension of the date of inclusion of educational and other qualification(s) of the employees in the Service Books.	Dy. Municipal Commissioner (Personnel)	151
39/VIII	01/02/2012	Modification of the R/R for the post of Medical Officer (Specialist) Chest clinic under Health Department of KMC.	Dy. Municipal Commissioner (Personnel)	151
Corrigendum of 39/VIII	20/04/2012	DTDC in the 2nd row of the Modified R/R to be read as "D.T.C.D".	Dy. Municipal Commissioner (Personnel)	152
SERVICE RECORDS & ACCOUNTS DEPARTMENT				
Circular No.	Date	Brief Description	Issued By	Page No.
1	30/05/2011	Simplification of disbursement terminal benefits of KMC employees.	Municipal Commissioner	152
2	18/01/2012	Grant of Relief on Pension to the Pensioners/ Family Pensioners of KMC w.e.f January 01, 2012.	Chief Manager (SR & AC)	152
SUPPLY DEPARTMENT				
Circular No.	Date	Brief Description	Issued By	Page No.
1	19/05/2011	Requisition sent by the user department for purchase of any item should have the endorsement of Controlling Officer of the concerned department.	Dy. Municipal Commissioner (Supply)	153
3	29/03/2012	Schedule of Physical stock verification of stores as on 31-03-2012 and related guidelines.	Dy. Municipal Commissioner (Supply)	153
4	29/03/2012	Time Schedule of physical stock verification of stores.	Dy. Municipal Commissioner (Supply)	154
5	29/03/2012	Physical verification of Oil Garages to be carried out by enlisted officers as per schedule.	Dy. Municipal Commissioner (Supply)	155

THE KOLKATA MUNICIPAL CORPORATION

MUNICIPAL COMMISSIONER'S DEPARTMENT

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 05 OF 2011-2012 DATE: 18.05.2011.

Sub : Disposal of pending mutation applications

This refers to the decisions taken at the meeting held on 20-04-2011.

It was decided that all mutation applications pending for more than six months may be disposed of within 20th July 2011, failing which responsibility will be fixed. It is noticed that no significant progress has been made in this regard. This is to remind all concerned that decisions at above-referred meeting will be strictly implemented and after 20th July, if it is found that any mutation application is pending without any valid reason for more than six months, necessary responsibility will be fixed and disciplinary action will be taken against the responsible official.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 15 OF 2011-12. DATE: 15.07.2011

Sub : To give effect to the Resolution of Mayor-In-Council passed vide Item No. MOA 16.8 dated 20-06-2011 as regard to assessment of un assessed properties/plots of land specially at Unit Offices, where the applicants could not produce either **Parcha or BL&LRO Certificate** issued by the Government of West Bengal

In connection with the above subject, the Mayor-In-Council has resolved as follows:-

- i) Assessment-Collection Department will not refuse to accept such applications, even if there is no such 'Parcha' or 'BL&LRO Certificate'. But such application will surely contain such documentary proof like Deed of Conveyance and other required documents like A-42 Form, Blue Print sketch of the property/plot of land sought to be mutated proving indisputably possession of the applicant in the property.
- j) The Department will ask the applicant to produce an Indemnity Bond sworn before the 1st Class Magistrate in Non-Judicial Stamp Paper worth Rs. 50.00 indemnifying KMC that if in future any complicacy arises as regard to right/title of the property or if the State Government intimates the Department as regard to dispute in such right/title, the mutation that would be given in a regular manner will stand cancelled and the payments made towards property tax by the applicants will not be refunded and/or adjusted under any circumstances.
- k) On receipt of such Indemnity Bond and the documents stated at (i) above, the department will process the mutation case in a regular manner.

All concerned are directed to follow this guideline meticulously.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 17 OF 2011-2012 DATE: 20.07.2011.

Sub : Extension of time for acceptance of mutation applications.

It has come to notice that application for mutation and other matters of Assessment-Collection Department is only being accepted between 11-00 AM to 1-00 PM on any working day. This is causing difficulties to the common public.

It is hereby ordered that time for acceptance of mutation and other applications will henceforth be upto 3-00 PM. For Saturdays, this will be upto 1-00 PM. Applications will be taken on all week days.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 20 OF 2011-2012 DATE: 26.07. 2011.

Sub : Rationalization of pending hearings.

I am enclosing a statement which may kindly be seen. As per the statement, 434 cases have been adjourned for more than 20 times and 1402 cases have been adjourned for more than 15 times.

As you are aware, a decision has been taken that no case should be adjourned for more than two times and final decision should invariably be made on the third hearing.

Kindly take necessary steps to adjudicate all cases which have been pending for more than three times within the next one month.

You may contact respective Assessor-Collector to fix up suitable hearing date.

(Statement omitted)

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 27 OF 2011-2012 DATE: 27.08.2011.

This refers to Municipal Commissioner's Circular No. 26 of 2009-2010, dated October 20, 2009 (copy enclosed).

It has come to notice that some citizens are finding it difficult to get the forms from various departments. Special concern is regarding Mutation Forms which are allegedly not available at various offices.

All concerned may follow the Circular strictly and ensure that forms are displayed in prominent place and can be accessed by members of the public easily. Supply of forms should be ensured.

Any lapse in the matter will be dealt strictly.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 26 OF 2009-2010 DATE: 20.10.2009

Sub : Distribution of forms

At present forms pertaining to various departments can be downloaded from the KMC website. It has now been decided that sufficient number of printed forms will be available for members of the public in the following offices of KMC.

1. CMO Building -: all forms will be available at respective counter and at the Book Counter.
2. All 15 Borough Offices will have sufficient forms which the general public can obtain.

3. All e-Kolkata Citizen's Service Centers will have sufficient forms.
4. All Assessment-Collection Offices will have sufficient forms pertaining to their Department.
5. All Department Offices will have sufficient forms pertaining to their Department.

Forms will be displayed in each office and members of public may be allowed to pick up the forms without asking any specific person. However, no one should be allowed to grab and take unnatural number of forms without reason.

Dy. Manager, Central Records Department will be responsible for ensuring that sufficient number of forms are available at all the places mentioned above. He will ascertain regarding shortage of forms if any and take necessary steps to get them printed well in time so that no shortage occurs.

Press Superintendent, will ensure that the forms are printed in time whenever requisition is received from I& PR

In-charge of all offices where forms will be available will ensure that forms are displayed in prominent place and can be accessed by members of the public easily. Shortage of forms may be immediately brought to notice of Dy. Manager, Central Records Department.

Mpl. Secretary, WBCS(Exe.), will remain in overall in-charge for ensuring availability of forms and ease of citizens in obtaining them. The forms will be made available at the offices latest by 1st November, 2009.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 29 OF 2011-2012 DATE: 29.08.2011.

Sub : (LOI) payment in Treasury Counters & e-Kolkata Citizen's Service Centres and discontinuance in Assessment-Collection Centres.

Treasury counters and, more importantly, the e-Kolkata Citizen's Service Centres are increasingly appearing as main stream collection centres for the Kolkata Municipal Corporation, from where assessee also get a common collection receipt.

With this objective in mind; it is further directed that collection of outstanding (LOI) bills relating to property tax will henceforth not to be collected in any of the Assessment-Collection centres/counters in any part of the city and such collection will stand discontinued.

Henceforth, all PD, F/S and (LOI) i.e. outstanding property tax bills will be collected in any of the Treasury counters in the city of Kolkata as well as any of the counters of the e-Kolkata Citizen's Service Centres.

The Assessment-Collection counters will receive payments other than PD, F/S and LOI outstanding bills.

This circular will take effect from 5th September, 2011.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 31 OF 2011-2012 DATE: 09.09.2011.

This refers to Circular No. 26 of 2007-2008, dated October 29, 2007 (copy enclosed).

It has brought to notice by WBSIDC that in some instance this circular is not being followed by the Assessment-Collection Department. All Assessors and Collectors are reminded to follow the circular in the case of WBSIDC properly.

Sd/-
(Arnab Roy)
Municipal Commissioner

Sub : Outstanding issues between Kolkata Municipal Corporation (KMC) and West Bengal Small Industries Development Corporation (WBSIDC) and efforts to resolve those issues / disputes.

Between the KMC and the WBSIDC, there have been certain outstanding issues haunting both the organizations for several years now. Since the issues remain unresolved, most of the buildings in most of the industrial estates of the WBSIDC remain outside the law-net. It is of paramount importance that properties are brought into the net of regularization. With that objective in mind, KMC officials and WBSIDC officials have since jointly agreed that a special and one-time concessionaire policy could be evolved for giving the micro, tiny and small scale industries some incentives towards bringing them into the regularization net.

In terms of specifics, the following principles and procedures could be accepted :

- i) In cases where the WBSIDC itself is the owner, user, occupier and person primarily liable for giving property taxes, it could be prudent and advisable to invoke Section 192 of the KMC Act, 1980 for assessing the Annual Valuation *de novo* so that the huge interest and penalty liabilities could be re-examined and justice could be meted out to WBSIDC.
- ii) In case where the WBSIDC is the owner and person primarily liable to pay taxes (even if small term licensees might occasionally use the premises involved) the same principle as above could be invoked and applied.
- iii) In case where the WBSIDC has purchased properties from official liquidators, following demise of sick and ailing companies, it could not be prudent and advisable to impose the outstanding tax arrears of the sick/dead company on the WBSIDC and/or the subsequent licensees/lessees thereof. As such as had already been decided by the DMC (Revenue) earlier, the officials liquidator could be pursued for addressing the tax arrears so that the burden is not allowed to cripple the WBSIDC and/or their small scale industrial entrepreneurs/ lessees. The WBSIDC and/or their lessees will be burdened with property tax with effect from the date of acquisition of the properties in question by the WBSIDC from the official liquidators.
- iv) The Assessor-Collectors of the respective units will accord benefits and mutation to WBSIDC and/or their lessees with the principles as guiding and abiding.
- v) Insofar as the sanction of building plans is concerned, the KMC has already announced its policies in the Kasba Industrial Estate. Since WBSIDC proposes to associate itself from now onwards in evolving the rates and principles for such buildings toward regularization/ sanction, KMC also proposes to evolve its procedures in consultation with the WBSIDC. Pending that, the basic minimum plank on which; the discussion could evolve is that since the WBSIDC, as a government organization, itself provides infrastructure and developmental services to a substantial extent to its industrial estates, KMC may not levy and collect from the industrial units any surcharge, development fee and development charge.
- vi) The WBSIDC will make attempts to obtain clearances of Regulatory Authorities (e.g. Fire Service Authorities etc.) for enabling KMC to process the building plans of the industrial units in bulk and *en masse*.
- vii) Further, the principle of ground coverage upto 55% may be applied to the industrial estates of WBSIDC/

The guidelines and norms above were initially agreed to between the officials of KMC and WBSIDC, whereupon the Mayor-in-Council (vide its resolution dated 06.10.2007) of KMC and the Chairman of WBSIDC have also agreed to accept the formula and the circular gains its strength from the above.

Sd/-
(Alapan Bandyopadhyay)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 39 OF 2011-2012 DATE : 19.10.2011.

The matters relating to change of area of flat/house for assessment of property tax purposes is coming to the undersigned for approval. It is hereby ordered that these matters shall be disposed of by the Chief Manager (Revenue) at his level.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 52 OF 2011-2012 DATE: 18.01.2012.

Question of enhancement of present limit of payment of Property Tax, Fees Charges up to Rs. 10,000/- (Rupees Ten thousand only) in cash was under active consideration of the authority for some time; past. It has been decided by the MIC vide its Resolution No. MOA – 26.2 dated 18/01/2012 that the present limit of Rs. 10,000/- (Rupees Ten thousand only) be enhanced to Rs.25,000/- (Rupees Twenty Five thousand only) to facilitate payment of Property Tax, Fees and Charges by the rate-payers in cash.

In partial modification of Municipal Commissioner Circular No. 36 dated 18/12/2009 it is for information of all concerned that the present system of payment of Property Tax, Fees and Charges in cash up to Rs. 10,000/- (Rupees Ten thousand only) has been enhanced to Rs.25,000/- (Rupees Twenty Five thousand only). This order will take effect from 01.02.2012. However, payment of Property Tax, Fees and Charges above Rs.25,000/- (Rupees Twenty Five thousand only) shall be made by draft/pay order only.

It may be re-iterated that payment of taxes, fees and charges by the Govt. Bodies, Local Bodies, Public Sector undertaking and Public Utility Agency may be accepted through cheques as before in terms of Circular No. 27 dated 30.03.2007.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 53 OF 2011-2012 DATE: 31.01.2012.

Sub : Guidelines to be followed regarding The Kolkata Municipal Corporation Incentive (Waiver of Interest and Penalty) to the Tax Payers Scheme 2012.

It is hereby informed that on the proposal of the Kolkata Municipal Corporation (KMC), the State Government has since issued necessary Notification No. 32/MA/C-5/CC/1T-1/2011 dated Kolkata, the 21st day of January, 2012 for the Waiver Scheme 2012. The Waiver Scheme will commence on & from 01.02.2012 and will continue up to 30.04.2012. The broad outlines of the said Scheme as well as relevant modalities for operation of the said Scheme are detailed below for information and necessary action:-

Salient features of the Scheme

- a) The scheme shall be called as the Kolkata Municipal Corporation Incentive (Waiver of Interest and Penalty) to the Tax Payers Scheme, 2012.
- b) The scheme shall be applicable to tax payers to liquidate the outstanding dues on bills presented under section 216 of the Act upto the 31st day of March 2011 in respect of property tax payable under the Act by owners/occupiers/person liable to pay tax for all categories of premises.

Where any tax payer has made any payment, prior to the commencement of the Scheme, in the 'suspense' account, which remains unadjusted, such payment shall be adjusted, against outstanding dues inclusive of interest and penalty before calculation of demand under the Waiver Scheme. The outstanding dues, eligible for the Scheme, will be calculated after making all such adjustment of ad-hoc payments, made prior to the commencement of the Scheme.

- c) i) The assesseees having outstanding property tax upto Rs. 1 lakh will get relief of 95 (ninety five) percent interest waiver;
- ii) The Assesseees having outstanding property tax above Rs. 1 lakh but upto 5 lakh will get relief of 75 (seventy five) percent interest waiver;
- iii) The Assesseees having outstanding property tax above Rs. 5 lakh will get relief of 50 (fifty) percent interest waiver;
- iv) In all the above mentioned cases, 99 (ninety nine) percent waiver of penalty component shall be given;
- v) The interest & penalty component, as mentioned above, shall be calculated as on the date prior to the date of commencement of the “Scheme”.
- vi) This Waiver Scheme shall be applicable; where the tax payer makes full payment of all his outstanding dues, as shown in the waiver ‘Letter of Intimation’.
- d) Under the said Waiver Scheme, a ratepayer cannot make payment in installments; rather the entire Waiver demand needs to be deposited at one shot during the waiver period.
- e) If any rate payer fails to pay the total Waiver demand at one go within the validity period of the said Scheme, he/she shall not be entitled in future to avail the benefit of the said Waiver Scheme. This may be considered as the last chance to avail the Waiver Scheme.
- f) No ratepayer will have to make any application to avail the said Waiver Scheme.
- g) It may be noted that during the validity period of the said Waiver Scheme, all calculation of interest and penalty on Waiver demand will remain frozen.

It is, however, made clear that after expiry of the validity period of the said Waiver Scheme, normal calculation of interest and penalty as per extant provisions of the Act, Rules & procedures will be done on the outstanding amount w.e.f. 01.02.2012, where the taxpayers have not availed of the Waiver Scheme.

Administrative arrangements

- 1) Waiver LOIs will be printed and dispatched to all taxpayers who have outstanding as on 31.03.2011. This will be the responsibility of Assessment-Collection Department.
- 2) Duplicate Waiver LOIs will be made available to the taxpayers on demand from all Treasuries/E-Kolkata Centres as well as Assessment-Collection offices. Preprinted stationary will be made available at all the above offices.
- 3) The software for Waiver Scheme will be made ready for operation on & from 01.02.2012.
- 4) “No Outstanding Certificate” will be given along with receipt to those availing Waiver Scheme.
- 5) A dispute resolution Cell will be opened in each Assessment-Collection office and will function from 01.02.2012 to 30.04.2012. All taxpayers who have disputes regarding Waiver LOI will be directed to contact the Cell for resolution.
- 6) The Cell will receive such complaints upon a Docket No. with date clearly mentioned and will also maintain a separate Register for entering such complaints in a meticulous manner. Further, that particular Cell will be duty bound to complete the works related to such complaints within 07 (seven) days from the date of receipt of such complaints. It will be upon the Assessor- Collectors concerned to examine the pros & cons about manning of such Cell, but it is clarified that each & every Cell under the respective Assessor-Collectors concerned will be headed by one officer to the rank of Asst. manager. This cell will be in operation from 01.02.2012.
- 7) The Cell as stated at the point above will be interface with taxpayers to redress such complaints. The Divisions/Wards concerned under each Assessor-Collector will provide all assistance to get such complaints redressed within the stipulated period of 07 (seven) days. In this connection, Circular No. 19/2007-08 of Municipal Commissioner may be followed for correction/modification/updation as may be required for the purpose.
- 8) Waiver LOI and/or receipt will be handed over to the taxpayer without prior audit and along with “No Outstanding Certificate” as mentioned in the Scheme of the State

Government. However, it is made clear that normal audit may be done at a later stage as per normal procedure.

- 9) As the waiver Scheme 2012 is a time-bound programme and has to be completed with due alacrity, all concerned are requested to do their allotted jobs sincerely and in a citizen friendly manner. Officers/staff may have to attend office on holidays and may have to stay beyond office hours. It is clarified that officers/staff will be eligible for compensatory Casual Leave and holiday allowance as would be applicable to concerned categories of officers & staff as per extant Rules. No leave of officers/staff of Assessment-Collection Department, IT Department and Treasury/E-Kolkata Centres will be permitted without express consent of Jt. Municipal Commissioner (Revenue).

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 57 OF 2011-2012 DATE: 29.02.2012.

Sub : Introduction of One-Visit Mutation System — procedures to be followed.

In terms of the Resolution of the Mayor-in-Council vide Item no. M 29.19 dated 25.02.2012 the following decisions have been taken towards introduction of "One-Visit Mutation System":-

- i) The applicant(s) will visit the respective offices of the Assessment-Collection Dept. for submission of properly filled mutation application (A-42 form), along with all cogent documents.
- ii) The Assessor-Collector(s) concerned will set up a "help Desk" manned by competent operators and Assistant Managers headed by one Deputy Manager, who will be the approving authority. The said manning of the counter/Help Desk will be under the control of Assessor-Collector(s) concerned, and they will take all necessary steps, as may be required for the purpose to make the system smooth & easy.
- iii) The rate payers will approach such Help Desk counter and the personnel concerned manning the counter will examine the documents and compare with Check List as per Citizens' Charter read with guidelines and will issue an acknowledgement (Annexure – A) specifying a probable date of issuing mutation approval slip, if all submitted documents matches with the Check List.
- iv) In case of some documents are found wanting as per Check List, the application will be returned unaccepted specifying the documents further required.
- v) Since the entire records are not digitized, the dept. will check the documents with the manual books of records within shortest possible time (may be within 03 days) and in case, if any inconsistency between the manual record and the documents furnished by the applicant are found, in ;that event, the dept. will issue a letter to the applicant asking to furnish the required documents.
- vi) For the present, the counter/Help Desk will receive not more than 30 applications per day from 11.00 a.m. to 2.30 p.m., to enable the applicant to deposit the mutation processing fee within the stipulated time. For this purpose, it is proposed that at each and every counter/help desk under all Assessor-Collectors, necessary e-token vending machine needs to be installed and operated.
- vii) If all other conditions as stated in the Citizens' Charter regarding mutation are found to be in order, the Dy. Assessor-Collector concerned, will approve the mutation and accordingly approval slip will be issued.
- viii) If any citizen has to visit twice without adequate reason, responsibility will be fixed up and D.P. may be initiated.

Sd/-
(Arnab Roy)
Municipal Commissioner

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To
1	Simple Mutation				
a)	Mutation due to succession (intestate/testamentary)	A-42 Form duly filled up	Rs. 100	<ul style="list-style-type: none"> ● ‘No Outstanding Certificate’ (NOC) from Assessment-Collection Department <p>Additional documents for Intestate –</p> <ul style="list-style-type: none"> ● Affidavit (sworn before Notary Public or executive/Judicial Magistrate) of heirship specifically mentioning municipal premises number and assessee number ● Death certificate of the Recorded Owner (RO) and other legal heirs (where applicable in original. In case of death outside KMC jurisdiction, attested photocopy of death certificate will be accepted. <p>Additional documents for Testamentary –</p> <ul style="list-style-type: none"> ● Certified copy or photocopy of Probated Will duly attested by a Group – A Government Officer/ Notary Public/ Category ‘A’ KMC officer/ College Principal(s)/ University teachers/ Public Sector Bank Managers / Postmaster (Death Certificate to be attached wherever applicable) 	The designated counter for mutation of the Assessment Collection office concerned
b)	Mutation of flats registered under Cooperative Societies Registration Act, 1973 under section 178 (2) (III) of KMC Act, 1980	A-42 Form duly filled up		<ul style="list-style-type: none"> ➤ ‘No Outstanding Certificate’ (NOC) from Assessment-Collection Department ➤ Certified copy or photocopy duly attested by a Group – A Gazetted Officer/ Notary Public/ Category ‘A’ KMC officer/ College 	The designated counter for mutation of Assessment-Connection office

			<p>Principal(s)/ University teachers/ Public Sector Bank Managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment register e.g. Registered Deed of Conveyance.</p> <ul style="list-style-type: none"> ➤ Copy of resolution of the Society accepting the applicant as member of the Society along with approval of the Assistant/ Deputy Registrar of the Co-operative Societies towards such resolution, duly certified by the Secretary/ Chairman of the Society ➤ Photocopy of share Certificate duly certified/ attested by the Secretary/ Chairman of the Society showing transfer of certificate in favour of the applicant. 	
c) Mutation of flats registered under WB Apartment Ownership Act, 1972 under section 178 (2) (IV) of KMC Act, 1980	A-42 Form duly filled up		<ul style="list-style-type: none"> ➤ No Outstanding Certificate' (NOC) from Assessment-Collection Department ➤ Certified copy or photocopy duly attested by a Group – A Government Officer/ Notary Public/ Category 'A' KMC officer/ College Principal(s)/ University teachers/ Public Sector Bank Managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment Register eg. Registered Deed of Conveyance. ➤ Instrument 'C' of West Bengal Apartment Ownership Act, 1972 	The designated counter for mutation of the Assessment-Collection office.

d)	Mutation due to transfer except under Cooperative Societies Registration Act and WB Apartment Ownership Act	A-42 Form duly filled up	Rs. 100	<ul style="list-style-type: none"> ● Attested copy of Registered Deed(s) of Conveyance showing devolution from the recorded owner to the applicant. ● 'No Outstanding Certificate' (NOC) from Assessment-Collection Department ● Documents mentioned under 1 (b) and 1 (c) above wherever applicable 	The designated counter for mutation of the Assessment-Collection office concerned
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e)	Mutation of Wakf property	A-42 Form duly filled up	Rs. 100	<ul style="list-style-type: none"> All documents mentioned in service no. 1 (a) Clearance from Wakf Board 	The designated counter of the Assessment-Collection office concerned.
f)	Mutation of thika/bustee	A-42 Form duly filled up	Rs. 100	<ul style="list-style-type: none"> All documents mentioned in service no. 1 (a) Clearance from Controller of Thika Tenancy (CTT) 	The designated counter of the Assessment-Collection office concerned.
g)	Mutation of colony	A-42 Form duly filled up	Rs. 100	<ul style="list-style-type: none"> All documents mentioned in service no. 1 (a) Patta from Refugee Relief & Rehabilitation Department 	The designated counter of the Assessment-Collection office concerned.

N.B. For Khasmahal properties, Khatal lands and Colony Premises, the present guideline passed by the MIC will also be followed in addition to the above.

THE KOLKATA MUNICIPAL CORPORATION
ASSESSMENT-COLLECTION DEPARTMENT. ()

TO,

.....
.....
.....

Reg : Premises No.
Assessee No.

Sir/Madam,

I beg to acknowledge the receipt of your application number dated the and to say that mutation approval slip will be delivered to you on subject to verification of the contents/title of the submitted documents.

Yours faithfully,

Asst. Assessor-Collector
ASSESSMENT-COLLECTION DEPT. ()

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 58 OF 2011-2012 DATE: 29.02.2012.

Sub : Guideline to deal with assessment; and mutation cases of Colony properties.

In terms of the Resolution of the Mayor-in-Council vide Item no. M 29.17 dated 25.02.2012 the following decisions have been taken:-

- a) Irrespective of what is recorded in the KMC records, mutation of a colony property would be made in the name(s) appearing in the indenture/patta issued by RR & R Department, Govt. of West Bengal.
- b) No revaluation or increase in tax merely on the ground of obtaining Govt. Indenture would be effected till completion of ten years from the date of issue of aforesaid indenture.
- c) If more than one Govt. Indentures are issued in the names of different person(s) against an existing building having a single premises no., which doesn't fulfill the condition(s) of apportionment/ separation, the department would mutate the premises in the joint names of the patta-holders, without insisting on formal deed of exchange or amalgamation.
- d) If separate Govt. Indentures are issued in the names of different person(s) against land/ building having separate premises number, which has subsequently been converted into a single building, without any formal amalgamation in departmental records, the department would mutate and assess the premises in joint names of the patta-holders.
- e) If more than one Govt. Indentures are issued in the names of different person(s) against an existing building having a single premises no. which fulfills the condition(s) of apportionment/separation, the department would mutate the premises in the name(s) of the individual patta-holders for the purpose of separation or apportionment as applicable.
- f) During assessment of buildings of colony area, which are not recorded in KMC books of records, the department would assess the premises treating the occupier as person liable under the ownership of RR & R Department, if no information about the patta is available on enquiry from the occupier(s). Such assessment would be done based on the declaration through affidavit from the occupier(s) and to be assessed as done in normal cases.

Here a 'Colony' means a settlement falling under the purview of Refugee Relief and Rehabilitation Dept., Govt. of West Bengal.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 59 OF 2011-2012 DATE: 29.02.2012.

Sub : Guideline to deal with mutation of properties related to Khasmahal.

In terms of the Resolution of the Mayor-in-Council vide Item no. M 29.16 dated 25.02.2012 the following decisions have been taken:-

- a) It was decided that properties falling under Dihi Panchannagram and already recorded in favour of private parties and subsequently applied for simple mutation on intestate/ testamentary/transfer ground will be dealt with based on submitted documents only.
- b) If the documents are found otherwise in order, mutation will be granted to the applicant without changing the status in relation to the applicant's predecessor in interest.
- c) On completion of such mutation, a letter would be sent to Revenue Officer, Kolkata Khasmahal, informing them that mutation in favour of the applicant has been done based on the documents furnished by them as well as the KMC books of records and soliciting their objection, if any, within one month.
- d) On receipt of objection(s), if any, from the end of Authorities of Khasmahal, the mutation would be cancelled and Building Dept. would be informed accordingly.

All concerned are requested to act on this basis.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 07 OF 2011-2012 DATE: 26.05.2011.

West Bengal Urban Wage Employment Scheme 2011-12.

1. Kolkata Municipal Corporation has been implementing the Urban Wage Employment Scheme. The governing Circular of Kolkata Municipal Corporation in this respect was issued under no. 43 of 2010-11 dt. 30th November, 2010.
2. It is now circulated to all concerned that
 - I. The scheme shall be continued subject to availability of fund from the Government of West Bengal.
 - II. The unemployed person seeking job under the Scheme shall be granted job, at one stretch, for 100 days only after which there has to be a gap of 30 days before he/she can again apply/be engaged for a job under the Scheme.
 - III. A fresh list of unemployed job seekers should be prepared for continuation of the Scheme following the norms and procedures already communicated. However, the unemployed job seekers in the present BPL list should be given priority before considering the ones in the new list to be prepared.
 - IV. New areas of infrastructure Development and Renovation should also be identified for implementation of the Scheme.
3. A report on the achievements under the scheme with photographs be sent to DG (Bustee), the Nodal Officer of the Scheme, for compilation.
4. All concerned be informed accordingly.

Sd/-

Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 08 OF 2011-2012 DATE : 03.06. 2011.

Sub : West Bengal Urban Wage Employment Scheme 2011-12.

In the Circular No. 07 of 2011-2012 dated 26.05.2011 it has been stated that unemployed persons seeking job under the Scheme shall be granted a job, at one stretch, for 100 days only after which there has to be a gap of 30 days before he/she can again apply/be engaged for a job under the Scheme.

It has now been decided that the said gap of 30 days may be limited to 15 days only after 100 days engagement.

There shall also be one day weekly & compulsory break for each and every worker under the Scheme.

This has the approval of Hon'ble Mayor of Kolkata.

Sd/-

(Arnab Roy)

Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 36 OF 2011-2012 DATE: 29.09.2011.

Sub : West Bengal Urban Wage Employment Scheme 2011-12.

In Circular No. 08 of 2011-2012 there was a provision for one day weekly and compulsory break for each and every worker under West Bengal Urban Wage Employment Scheme 2011-2012.

Now, the KMC Authority has decided that the said one day weekly and compulsory break may be relaxed in respect of willing workers of SWM Department during the month of October 2011 in view of enhanced social activities during the festive month.

Sd/-

Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 42 OF 2011-2012 DATE: 29.10.2011.

Sub : West Bengal Urban Wage Employment Scheme 2011-12.

It is hereby directed to all concerned that attendance of unemployed persons engaged for job under the scheme would have to be taken by respective Sub. Assistant Engineer / Ward Block Sarkar on daily basis and to keep the register under their control for periodical checking by concerned Assistant Engineer / Assistant Director.

The concerned officer would have to certify the monthly generated bill for such engagement after full satisfaction and to state clearly, "CERTIFIED THE BILL ON SATISFACTION FOR SWEEPING / CLEANING OF DRAIN / DESILTING / CLEANING OF POND / PAINTING OF KERB, RAILING / CUTTING BUSHES ETC". (* To strike out which is applicable).

Sd/-
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 43 OF 2011-2012 DATE: 29.10.2011.

Sub : Submission of Completion report after utilization of fund allotted under Bustee Services B.I. Codes.

All concerned are hereby directed to submit the completion report after utilization of fund related to Bustee B.I. Codes to Bustee Department for proper monitoring of fund as well as keeping database of the property thus created by utilizing the allotted Revenue Fund. Each completion report is to be noted by Bustee Department before processing the proposal for payment.

Sd/-
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 18 OF 2011-12 DATE: 20.07.2011.

This is for information of all concerned that the office of the Registrar General & Census Commissioner, India has initiated the process for preparation of **National Population Register (NPR)** of all usual residents residing within the territory of India and the **Biometric Operation** which will cover taking of photograph, 10 – Finger Biometry and IRIS mapping with the objective of issuing Identity Card containing UID number on and from **July 2011**.

This phase was immediately preceded by Population Enumeration of Census – 2011 undertaken during the month of February - March 2011 wherein a good number of employee of the Corporation were engaged as Enumerator/ Supervisor. The biometric operation will be taken up in phases in all wards under the KMC and requires **full time engagement** of enumerator/Supervisor in Enumeration Block (EB) where he/she has already performed duty during the Population Enumeration Phase. However, such full time engagement shall not normally **exceed seven/eight** continuous days in a EB where he/she will be allotted duties. However, in case of constraint of man power, one enumerator may be assigned more than one EB.

Now therefore, to facilitate smooth conduct of biometric operations all Controlling Officers/ Heads of departments are requested to release the employee concerned from his/her normal duties for the period mentioned in his/her appointment letter for Census 2011 (NPR & Biometric) upon production of the same to his/her Controlling Officer/ Head of the Department and treat such period as **"ON DUTY"**

The employees concerned will resume his/her normal duties immediately upon completion of his assigned period of duties.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 50 OF 2011-2012 DATE: 17.01.2012.

Sub : Socio-Economic Caste Census – 2011 under the KMC.

This is to inform all concerned that the Government of India has decided to conduct a **Socio-Economic Caste Census (SECC) – 2011** for urban and rural areas throughout the nation. In our state and in the areas under the Kolkata Municipal Corporation as well, this Census will soon be operational.

This will be a paperless census where each Enumerator will be accompanied by a Data Entry Operator with a tablet PC for direct capture of respondent's reply in the said service. The data so collected will then be downloaded into a Computer after completion of enumeration for the day and uploaded into a Central Server installed at Charge Center of the concerned borough.

In this operation, each Enumerator will have to cover a maximum of four (04) Enumeration Blocks with the specified time frame of 40 days from the commencement of operation.

In this regard, staff/employees of this organization, who will in due course be appointed as Enumerator/Supervisor under any Borough of the KMC will be imparted necessary training for two days, and thereafter engaged for duties for SECC – 2011.

However, engagement under the SECC – 2011 will be treated as in addition to normal duties.

Sd/-
Municipal Commissioner
&
Principal Census Officer

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 44 OF 2011-2012 DATE: 05.11.2011.

I am enclosing a press note issued by the Election Commission of India regarding Bye-Election in 23-Kolkata Dakshin Parliamentary Constituency.

Please note that the 'Model Code of Conduct' has come into force in the Electoral Districts in which the Parliamentary Constituency for the Bye-Election is included.

All concerned are requested to abide by the 'Model Code of Conduct' copy of which has been circulated during last Election.

Sd/-
(Arnab Roy)
Municipal Commissioner

Enclo.: As stated above.

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No. ECI/PN/60/2011

Dated: 1st November, 2011

PRESS NOTE

Subject : Schedule for bye-elections to fill casual vacancies in Parliamentary/Assembly Constituencies – reg.

There are following casual vacancies in Parliamentary Constituency/ Assembly Constituencies in different states, which need to be filled up.

Sl. No.	Name of State	Number and Name of Parliamentary Constituency/ Assembly Constituencies
1.	West Bengal	23 – Kolkata Dakshin PC
2.	Himachal Pradesh	12 – Nalagarh AC
3.	Himachal Pradesh	16 – Rainka (SC) AC
4.	Haryana	41 – Raita (SC) AC
5.	Haryana	47 – Adampur AC
6.	Orissa	73 – Umerkote (ST) AC
7.	Bihar	40 – Laukaha AC
8.	Jharkhand	24 – Mandu AC

After taking into consideration various factors like festivals, electoral rolls, etc. the Commission has decided to hold bye-elections to fill these vacancies as per the programme mentioned as under:-

Sl No.	Event	Date
1.	Issue of Notification	05.11.2011 (Saturday)
2.	Last date of making Nominations	12.11.2011 (Saturday)
3.	Scrutiny of Nominations	14.11.2011 (Monday)
4.	Last date for withdrawal of Candidates	16.11.2011 (Wednesday)
5.	Date of Poll	30.11.2011 (Wednesday)
6.	Counting of Votes	04.12.2011 (Sunday) (To start at 8.00 AM)
7.	Date before which election shall be completed	07.12.2011 (Wednesday)
8.	Hours of Poll	08.00 AM to 5.00 PM

Electoral Roll

The electoral rolls for ACs comprised in 23-Kolkata Dakshin Parliamentary Constituency and 41-Ratia (SC) AC and 47-Adampur AC in Haryana, 73-Umerkote (ST) AC in Orissa, 40-Laukaha AC in Bihar and 24-Mandu AC in Jharkhand have been revised with reference to 01.01.2011 as the qualifying date and have been published. In Himachal Pradesh the pre-delimited Electoral Rolls for 12-Nalagarh AC and 16-Rainka (SC) AC have been revised and published on 03.10.2011 and 15.10.2011 respectively with reference to 01.01.2011 as the qualifying date.

Electronic Voting Machines (EVMs)

The Commission has decided to use EVMs in the bye-elections in all the polling stations. Adequate numbers of EVMs have been made available and all steps have been taken to ensure that the polls are conducted smoothly with the help of these machines.

Identification of Voters

In consonance with the past practice, the Commission has decided that the voter's identification shall be mandatory in the aforementioned bye-elections at the time of poll. Electoral Photo Identity Cards (EPIC) shall be the main document of identity of a voter. However, in order to ensure that no voter is deprived of his/her franchise, if his/her name figures in the Electoral Rolls, separate instructions will be issued to allow additional documents for identification of voters at the time of poll in the said; bye-elections.

Model Code of Conduct

The Model Code of Conduct shall come into force with immediate effect in the district(s) in which the whole or any part of the Parliamentary Constituency/Assembly Constituencies is going for bye-elections is included. The Model Code of Conduct shall be applicable to all candidates, political parties and the State Governments concerned. The Model Code of Conduct shall also be applicable to the Union Government for the States concerned.

Sd/-
(Yashvir Singh)
Director

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 61 OF 2011-12 DATE: 23.03.2012.

The E.R.P. Engineering will be made functional in all respects with effect from 01/04/2012 in all engineering and other relevant departments. All the Controlling Officers concerned will arrange to implement the E.R.P. Engineering positively. No file will be processed for billing except without getting through E.R.P. Engineering from 01/04/2012.

However, manual processing of file will be continued simultaneously for the time being until further order.

Sd/-
(Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 32 OF 2011-12 DATE: 10.09.2011.

Sub : Emergent and superior-level personnel arrangements during festive days (most particularly from October 2 to October 7, 2011)

I. During the ensuing Puja-Festival days, it is of utmost importance that all the different machineries of the KMC remain at their highest state of preparedness to give urgent civic services to the citizens of the city and to give lateral support to the other public utility agencies. The following table would show the identified subjects/sectors of importance, the names and particulars of the nodal officers concerned for the subject, as well as the alternative officers in those subjects/sectors etc.

Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
1.	Matters related with the repairing/restoration of roads	OSD.(Roads.)	D.G.(Civil)
2.	Matters related with different problems/road repairing etc. that arise due to laying of sewers in added area particularly in Bor. I, VII, XII, XIII, XIV & XV	D.G.(Project)	Project Director
3.	Matters related with repairing of lanes, by-lanes, passage etc. etc.	D.G.(Civil)	OSD (Roads.)
4.	Matters related with illegal parking and associated problems	Chief Manager (Parking)	Jt. Mpl. Commissioner (Rev.)
5.	Matters related with installation of hoardings and banners etc.	Chief Manager (Parking)	Jt. Mpl. Commissioner (Rev.)

Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
6.	Matters related with trimming of trees, removal of uprooted trees etc.	OSD.(P&S)	E.E. (P&S)
7.	Matters related with preparation of enclosures on each ghat for dumping and storing of used flowers etc.	OSD.(P&S)	E.E. (P&S)
8.	Matters related with removal of garbage wastes from the city roads, concerning of puja pandals, cleaning of vats, spoils, rubbish cleaning of trimmed tree branches from the street flanks, cleaning of the used flowers etc. from the enclosures created on the river banks etc. and removal of carcasses from ghats	Pr.T.A. (E&M) (SWM)	Dy. C.E. (SWM-I) Dy.C.E. (SWM-II)
9.	Matters related with all water supply issues	D.G.(Water Supply)	Dy. Ch. Engr. (W/S) Dy. Ch. Engr. (W/S)
10.	Matters related with water dispersal, drainage issues, sewerage and other problems	S.O. (S&D)	D.G.(Civil)
11.	Matters related with illegal construction of building, demolition of unsafe building etc.	Director General (Build.-II)	D.G.(Bldg.)
12.	Matters related with illumination of streets, parks & Squares, immersion ghats, replacement of bulbs etc.	DG (Elec. & Ltg.)	Dy.C.E.(Elec./Ltg.)
13.	Matters related with permission of holding puja pandals etc.	Dy.C.E.(H.Q.)	D.G.(Civil)
14.	Matters related with issue of trade licence etc.	Chief Manager (Licence)	Jt. Mpl. Commissioner(Rev.)
15.	All issues related with Municipal Markets	Chief Manager (Licence)	Jt. Mpl. Commissioner(Rev.)
16.	Matters related with public health, vaccination, disinfection, Ambulance services etc.	C.M.H.O.	O.S.D.(Health)
17.	Matters related with illegal filling of water bodies	D. G. (PMU)	D.G.(Civil)
18.	Matters related with the supply of relief materials like tarpauline etc.	Municipal Secretary	Addl. Mpl. Secretary
19	Matters related to stores and materials	Controller of Stores & Purchase	DMC (Supply)

II. During the festive days, there will be **control rooms on 24. × 7 basis at borough offices** and the particulars are :

Control Rooms at Borough Office:

BOROUGH NO.	OFFICE NO.
I	25574232
II	25559081
III	23629955
IV	22722933
V	22413715
VI	22861216
VII	22906635
VIII	24666766
IX	24791833
X	24229043
XI	24258138
XII	24180646
XIII	24681034
XIV	24681034
XV	24696049

The **Borough Executive Engineers** will also be generally responsible for all major affairs in the boroughs and will be available round the clock, while their names and mobile nos. are also given below :

Borough No.	Name of the Executive Engineers	Mobile Nos.

III. Our **Central Control Room will also be open on 24 × 7 basis**. The nos. are :
K.M.C. Central Control Room

Phone No. : 2286-1212, 2286-1313 & 2286-1414 :

The peak festive season is from 2.10.2011 to 7.10.2011. On each of these days, an officer will be in supreme charge of all Corporation related civic services delivered on behalf of the Control Room. This senior officer will visit the Control Room on that day, inspect the preparedness of KMC, and generally oversee all arrangements of preparedness on that particular day, irrespective of his respective domain of specialization.

Superior Officers-in-Charge for Central Control Room and their particulars

October 2, 2011 (Sunday)	-	Mpl. Secretary & D.G.(Civil)
October 3, 2011 (Monday)	-	OSD(Roads) & D.G.(Mech)
October 4, 2011 (Tuesday)	-	S.O.(S&D) & D.G.(TP)
October 5, 2011 (Wednesday)	-	D.G.(W.S.) & D.G.(Project)/KEIP

October 6, 2011 (Thursday) - OSD.(P&S) & D.G.(Bldg.)
 October 7, 2011 (Friday) - DG (Bldg.-II) & DG(Ltg.)

These officers will be treated as day-in-charge of the Control Room during the festive days by mutual arrangement.

Shift in-charge of the Central Control Room

Under the overall supervision of the day-in-charge of the Central Control Room, there will be specific allocation of duties of senior officers for 8 hours at a stretch (there being thus three shifts in the Central Control Room in every 24 hours) who will be in overall charge of all the emergency state of preparedness of the Control Room :

	8 a.m. to 3 p.m.	3 p.m. to 10 p.m.	10 p.m. to 6 a.m.
2.10.11	Dy. C. E. (Bldg.)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (P&D)
3.10.11	Dy. Ch. Engr. (Mech.-Rds)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (Elec.-Dr.)
4.10.11	Dy.Ch. Engr. (Civil)	Dy. Ch. Engr., KEIP	Dy. Ch. Engr. (Civil)
5.10.11	OSD (Elec. & Drainage)	Dy. Ch. Engr. (SWM)	Dy. Ch. Engr. (Dr.)
6.10.11	Dy. Ch. Engr. (T.P.)	OSD (Drainage)	Dy. Ch. Engr. (Ltg.)
7.10.11	Dy. Ch. Engr. (W.S.)	Dy.Ch.Engr.(Civil/South)	Dy. Ch. Engr., KEIP

All senior officers, field engineers etc. will also be available on 24 x 7 basis during the whole period and the Controlling Officers will ensure that no senior officer leaves station without the personal permission of the undersigned.

For all emergencies, one single point of immediate contact will be Joint Municipal Commissioner (Gen./Dev.).

This circular is dispatched upto the level of the Controlling Officers, who, in turn, will suitably distribute copies of this circular among the senior officers working under them.

Sd/-
 (Arnab Roy)
Municipal Commissioner

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 33 OF 2011-2012 DATE: 10.9.2011.

Sub : Emergent instruments/apparatus arrangements during festive days (most particularly from October 2 to October 7, 2011) 24 x 7 arrangements.

- I. During the ensuing Puja Festival days, it is of utmost importance that all the different machineries of the KMC remain at their highest level of preparedness to give urgent civic services to the citizens of the city and to give lateral support to the other public utility agencies. In our Circular No.32 of 2011-2012 dated 10.09.2011, we had indicated the mobilization of the superior level personnel arrangements during the festive days.
- II. In this sequel circular, we would mention below the instruments and apparatus that would be made available during the festive days in the Central Control Room of KMC and/or at the Borough Control Room for different emergencies that may arise.

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
1	Matters related with the repairing/restoration of roads	OSD (Roads.)	Lorries	15	One lorry in each Borough 1 × 15 = 15
		D.G.(Civil)			
		D.G. (Mech.)	Road Roller Lorry	1 1	Central Control Room
2	Matters related with different problems/ road repairing etc. that arise due to laying of sewers in added area particularly in Bor. I, VII, XII, XIII, XIV & XV	D.G.(Project)	Lorry 4" & 6" Pumps Road materials	1 10	Bor-I Dy. C. E.
		Project Director	Lorry 4" & 6" Pumps Road materials	1 64	Bor-VII Dy. C. E.
			Lorry 4" & 6" Pumps Road materials	1 15	Bor-XII, Dy.C.E.
			Lorry 4" & 6" Pumps Road materials	1 16	Bor-XV, E.E.
3	Matters related with repairing of lanes, by-lanes, passage etc.	D.G.(Civil)	As in serial No. 1 above		
		OSD (Roads)			
4	Matters related with illegal parking and associated problems	C.M.(Parking)	Green Police coordinated by former DC (Traffic), now Addl. Security Advisor, KMC.	20	Central Control Room
		Jt. M.C. (Rev.)			
5	Matters related with installation of hoardings and banners etc.	Manager (Advt.)	Demolition Squad	1	Central Control Room
		Jt. M.C. (Rev.)			

6	Matters related with trimming of trees, removal of uprooted trees etc.	OSD.(P&S)	Crane	1	Central Control Room
		E.E. (P&S)	Lorry (each lorry tagged to one gang equipped with hand saw; each gang having a mobile number)	12	2 lorries in Central Control Room and one lorry each in Bor. No. I to X
			Elevated ladder	1	Central Control Room
7	Matters related with preparation of enclosures on each ghat for dumping and storing of used flowers etc.	OSD.(P&S)	-		-
		E.E. (P&S)			
8	Matters related with removal of garbage wastes from the city roads, concerning of puja pandals, cleaning of vats, spoils, rubbish cleaning of trimmed tree branches from the street flanks, cleaning of the used flowers etc. from the enclosures created on the river banks etc. and removal of carcasses from ghats	Pr. T.A. (E&M)	Conservancy Trucks & Dumper Placers	360	All 15 Boroughs
		Dy.C.E. (SWM-I)			
		Dy.C.E. (SWM-II)	Misc. vehicles	30	
			Pay-loaders	4	
		Bulldozers	2		
9	Matters related with all water supply issues	D.G.(W. S)	Sufficient number of water tankers	72	HPL Office at Convent Road and Poddar Nagar at Prince Anwar Shah Road, Kalighat Booster
		Dy. C.E.(W.S.)			
		Dy. C.E.(W.S.)			

10	Matters related with water dispersal, drainage issues, sewerage and other problems	SO(S&D)	Pump – 3 inch dia Pump – 4 inch dia Pump – 6 inch dia	133 56 52	Already deployed at water-logged pockets in Bor-I to XV 2 each in South, North & Central Garage. One each in South, North & Central Garage. 1 in Central Garage, 1 in North and 1 in South Garage. Special arrangement at Central Control Room - Do- Md. Ali Park
		D.G.(Civil)	Jet-cum-suction m/c	6	
			Lorry	3	
			Vehicle (Zeep)	3	
			Jet-cum-suction m/c	2	
			Gully-pit emptier	2	
			Pump - 6 inch dia - 4 inch dia	2 2	
11	Matters related with illegal construction of building, demolition of unsafe building etc	Chief Municipal Engineer (SWM)	Pay-loader Wrecker Lorry	1 1 4	Central Control Room Central Control Room Central Control Room
		D.G.(Bldg.)	One demolition team led by M/s. Bijay Enterprises including 20 labourers, gas-cutter and hammer.		Central Control Room
		D.G. (Bldg.-II)			
12	Matters related with illumination of streets, parks & squares, immersion ghats, replacement of bulbs etc.	DG (Elec. & Ltg.)	Vehicles mounted with diesel generator set with four nos. flood light	2	Central Control Room
		Dy.C.E.(Elec./Ltg.)	Emergency vehicles with well-equipped gangs	2	Central Control Room
			Vehicle with one well-equipped gang	1	From Bor-I to Bor-XV.

13	Matters related with permission of holding puja pandals etc.	D.G.(Civil)	-	-	-
14	Matters related with issue of trade licence etc.	C. M. (Licence)	-	-	-
		Jt. M.C. (Rev.)			
15	All issues related with Municipal Markets	C. M. (Market)	Vehicle for Hq.	1	The vehicle allotted to DLO (Hq.) will report at Hq.
		Jt. M.C. (Rev.)	Vehicle for Gariahat Unit	1	The vehicle allotted to DLO (Gariahat) will report at Gariahat Market.
			Vehicle	1	The vehicle allotted to Sr. Supdt (Mkt.) will report at Hq.
16	Matters related with public health, vaccination, disinfection, Ambulance services etc.	C.M.H.O.	Ambulance	4 2	Central Control Room Borough- XIV
17	Matters related with illegal filling of water bodies	D.G.(PMU)	-	-	-
18	Matters related with the supply of relief materials like tarpaulin etc	Mpl. Secy.	<u>Relief Materials</u>		Caretaker
		Addl. Mpl. Secy.	Tarpaulin Saree Dhuti Lungi Children dress Blanket Newly purchased Travelite Car (2 nos.) *Dry foods (Chira/Gur) are procured & supplied by concerned Bor. Ex.Engrs.	5000 900 800 1000 1800 1600	

19	Matters related to stores and materials	Controller of Stores & Purchase DMC (Supply)	-	-	All oil garages will remain open from 6 a.m. to 6 p.m. Stores relating to miscellaneous items, lighting items, motor parts etc. will remain open throughout puja holidays.
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All senior officers, field engineers etc. will also be available on 24 × 7 basis during the whole period and the Controlling Officers will ensure that no senior officer leaves station without the personal permission of the undersigned.

For all emergencies, one single point of immediate contact will be Joint Municipal Commissioner (Gen./Dev.).

This circular is dispatched upto the level of the Controlling Officers, who, in turn, will suitably distribute copies of this circular among the senior officers working under them.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 01 of 2011-2012 Date: 07.04.2011.

Sub : Adoption of Interim Budget Estimates for 4 (four) months i.e. from 01.04.2011 to 31.07.2011

It is hereby notified that on 15th March, 2011, the Kolkata Municipal Corporation adopted the interim revised budget estimate for 4 (four) months for the year 2011-2012. This interim budget for 4 (four) months was adopted in pursuance of the decision of the Corporation dated 15.03.2011.

All the Controlling Officers are requested to meet their cost of establishment like salaries, wages etc. and other routine operational expenditure after due observance of usual formalities and also keeping in mind the provision of Model Code of Conduct. All the Controlling Officers are also requested to submit list of liabilities of 2010-2011 to the CMF&A for compilation.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 04 of 2011-2012 Date: 16.05.2011.

Sub : Adoption of Interim Budget Estimates for 4 (four) months i.e. from 01.04.2011 to 31.07.2011.

In partial modification of Circular No. 01 of 2010-11 dated 07.04.11, it is further notified that the provision of Interim Estimates of Income & Expenditure for the year 2011-12 may be utilized for undertaking any works including renovation and maintenance after meeting the liability for the year 2010-11 and also after due observance of all usual formalities.

This has been approved by the Hon'ble Mayor vide his order dated 16.05.11.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 22 of 2011-2012 Date: 28.07.2011.

Mayor's Budget Estimate for the year 2011-12 was adopted by the Corporation on 27th day of July, 2011 under section 131 (5) of the Kolkata Municipal Corporation Act, 1980. This budget is inclusive of interim estimates of income and expenditure for 4 months (Vote on Accounts Budget) adopted by the Corporation on 15.03.11 in compliance with the model code of conduct for the Assembly Election 2011.

For the sake of proper management of fund it is imperative to meet the liabilities of 2010-11 from the provisions of budget for 2011-12. It is further directed to restrict the booking of fund under different heads, except provisions under "300" codes and 8920/400, within 70% of the budgetary allocations of 2011-12 till further order.

Attention of all Controlling Officers/Heads of the Departments is also drawn to the fact that some changes have been made in the fees and charges structure for the year 2011-12. These changes of fees, rates and charges will come into effect from 1st August, 2011. All Controlling Officers/Heads of the Departments are requested to give necessary directions to their concerned officials to observe these changes minutely and to bring the changes in use carefully. For this, they are requested to follow the Vol - I of the budget which contains detail heads of taxes surcharges and fees etc.

All the Controlling Officers are also requested to follow the extant guidelines/circulars issued from time to time in respect of procedures, practices and norms to be followed before undertaking any works for execution.

This circular is issued with the approval of the Hon'ble Mayor.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 23 of 2011-2012 Date: 28.07.2011.

In partial modification of CMF&A's Office Order No. 32 of 2007-08 dated 21.01.08 (copy enclosed), Chief Manager (F&A) will act as Nodal Officer for **implementation of new chart of accounts as recommended by the ICAI-ARF** through computerized system in addition to his present assignment. For this purpose he will be assisted by the Core Team of the F&A Department and the consultant appointed in this respect.

He will report to the undersigned through CMF&A every fortnightly indicating the progress of the work. He will also keep close liaison with OSD (Civil) and Nodal Officer, Engineering ERP to facilitate implementation the aforesaid work smoothly and efficiently. This order will take with immediate effect.

Sd/-
(Arnab Roy)
Municipal Commissioner

Office Order No. 32 of 2007-08 dated. 21.01.2008.

As per Office Order No. D.M.(P)/PT/III-E/257/2007-08 dated 18/01/08 issued by the DMC(P) Chief Manager has been posted in Finance & Accounts Department on administrative basis. In supersession of all previous Circulars/Office Orders, Chief Manager (F & A) will look after the following works: -

- 1) Preparation of Annual Accounts of KM.
- 2) Implementation of the recommendations made by ICAI-ARF, the Financial Consultant, on Financial and Accounting Reforms.

3) Works relating to JNNURM

He will be assisted by the Core Team, (F Department) & IFU (P&D) in discharging the above-mentioned duties. His office will be located in the P & D Building.

This order will take immediate effect. This order is issued with the approval of the Municipal Commissioner.

Sd/-
C. M. F. & A.

Municipal Commissioner's Circular No. 26 of 2011-2012 Date: 04.08.2011.

Mayor's Budget Estimate for the year 2011-12 was adopted by the Corporation on 27th day of July, 2011 under section 131(5) of the Kolkata Municipal Corporation Act, 1980. This budget is inclusive of interim estimates of income and expenditure for 4 months (Vote on Accounts Budget) adopted by the Corporation on 15.03.11 in compliance with the model code of conduct for the Assembly Election 2011.

It has further been decided by the authority :

(a) To increase that the provision of fund from Rs. 7.00 lakh per ward to Rs. 10.00 lakh per ward under B.I. Code No. 8920/400 - "Councillors' Elaka Unnayan Prakalpa". Thus provision under this code has been increased from Rs. 987.00 lakh (i.e. Rupees Nine Crore Eighty seven lakh) to Rs. 1410.00 lakh (i.e. Fourteen crore Ten lakh).

(b) Liability for 2010-11 under B.I. Code No. 8924/800 (Integrated Borough Scheme) would be carried over to this year's budget and fund for the same would be provided additionally. DG (Civil) will please furnish a comprehensive list of liability under Borough Integrated Fund to facilitate making provision of additional fund. Distribution of fund will be guided by the formula adopted in the Budget 2009-10 and 2010-11.

It may be noted that restriction of fund as communicated through Municipal Commissioner's Circular No. 22 of 2011-12 dated 28.07.11 is not applicable in respect of Councillors' Elaka Unnayan Prakalpa and Borough Integrated Fund.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 38 of 2011-2012 Date: 19.10. 2011.

The matters relating to extension of contract for O&M to existing contractors is being forwarded by several departments to the undersigned. It is hereby ordered that if the Controlling Officer feels it absolutely necessary, he may extend the existing contract for O&M for a maximum period of six months at the existing terms and conditions. No further extension should be allowed. If for unavoidable reasons the Controlling Officer feels that a second extension is necessary, he may forward the file for extension to the undersigned specifically mentioning the name of the officer who was responsible for not tendering the matter in time.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 41 of 2011-2012 Date: 22.10.2011.

Enhancement of rate of hire charges of the vehicles used by different officials of KMC was under consideration of KMC Authority for some time past.

In supersession of all previous Circulars issued in this connection, it is hereby notified for all concerned that the revised rates of higher charges of vehicles and other terms and conditions will be as under :

1	Daily hiring charges	i) Rs.270/- per day for petrol driven vehicles. ii) Rs.325/- per day for diesel driven vehicles.
2	Ceiling limit of fuel	i) For petrol driven vehicles - 6 litres per day ii) For diesel driven vehicles - 5 litres per day
3	Kilometers run per litre of fuel	i) 8 K.M. per litre of petrol ii) 12 K.M. per litre of diesel
4	Mobil oil to be supplied by KMC	1 litre per 500 K.M. run, no mobil will be issued for a run of less than 125 K.M.
5	Overtime	Rs.20/- only per hour in excess of 10 hours' duty per Day
6	Other terms and conditions	a) Duty hours will be calculated from time of reporting till releasing the vehicle. No extra run for reporting and garaging will be allowed. b) The maintenance and repairs as well as other allied expenses for the vehicle should be done by the owner of the vehicle at his own cost. c) Consumption of fuel beyond the above limits, sanction of overtime costs and use of vehicles on non-working days for urgent business etc. will require prior approval of the Municipal Commissioner as per standing practices.

This Circular will take effect from 1st November, 2011.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 46 of 2011-2012 Date: 01.12.2011.

In continuation of Municipal Commissioner's Circular No. 22 of 2011-12 dated 28.07.11, it has further been decided by the authority of the Kolkata Municipal Corporation to **release an additional amount upto 15% from the budget object code '500' (Material & Supplies) & '600' (Miscellaneous).**

To paraphrase, booking of fund under budget code '500' & '600' is hereby allowed up to 85% of the budgetary allocation of 2011-12 under the aforesaid codes until further order.

All Controlling Officers are requested to take further necessary actions in terms of the above decision of the authority.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 48 of 2011-2012 Date: 08.12.2011.

In continuation of Municipal Commissioner's Circular No. 22 of 2011-12 dated 28.07.11 and Circular No. 46 of 2011-12 dated 01/12/2011, it has further been decided by the authority of the

Kolkata Municipal Corporation to **release an additional amount upto 20% from the budget object code '400' (Maintenance and Repair).**

To paraphrase, booking of fund under budget code '400' is hereby allowed up to 90% of the budgetary allocation of 2011-12 under the aforesaid codes until further order.

All Controlling Officers are requested to take further necessary actions in terms of the above decision of the authority.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 62 of 2011-2012 Date: 26.03.2012.

Mayors Budget Estimate for the year 2012-13 along with statement of budget allocation as per new Chart of Accounts was adopted by the Corporation on 14th day of March, 2012 under section 131(5) of the Kolkata Municipal Corporation Act, 1980 and will come into effect from 1st April, 2012. In the interest of proper management of fund it is imperative to meet the liabilities of 2011-12 from the provisions of budget for 2012-13.

It is directed to restrict the booking of fund under all Budget heads "400" and "800" within 70% of the budgetary allocations of 2012-13 till further order. Booking of expenditure from the fund received from the Public Utility Co. etc. (BI Code 4480-231) is to be restricted up to 75%. It has further been decided to recover the cost of road materials from the Restoration Fund (4480-231) if those materials are issued either from the Central Store or from Asphaltum Plant for carrying out restoration work. DG (Civil) and DG (Mech.) shall take appropriate action to ensure such recovery.

However, restriction on booking of expenditure will not be applicable in Suspense and Contra Heads, Councillors' Elaka Unnayan Prkalpa (8920/400) and Integrated Borough Scheme (8924/800).

Attention of all Controlling Officers/Heads of the Departments is also drawn to the fact that some changes have been made in the fees and charges structure for the year 2012-13. These charges of fees, rates and charges will come into effect from 1st April, 2012. All Controlling Officers/Heads of the Departments are requested to give necessary directions to their concerned officials to observe these changes minutely and to bring the changes in use carefully. For this, they are requested to follow the Vol – I of the budget which contains detail heads of taxes, surcharges and fees etc. along with corrigendum approved by the Corporation (copy enclosed).

It may be noted by all concerned that the fund under Councillors' Elaka Unnayan Prkalpa has been increased from Rs. 10.00 lakh (Rupees Ten lakh only) per ward to Rs. 12.50 lakh (Rupees Twelve lakh Fifty thousand only) per ward.

All the Controlling Officers are also requested to follow the extant guidelines/circulars issued from time to time in respect of procedures, practices and norms to be followed before undertaking any works for execution.

This circular is issued with the approval of the Hon'ble Mayor.

Sd/-
(Arnab Roy)
Municipal Commissioner

CORRIGENDUM

BUDGET ESTIMATE 2012-2013 (VOLUME – II)

Page No.	Column	Item / Code No.	Printed	To be read as
XI	Estimates for 2012-13	14. N.S.A.P.	-	500.00
XI	Rev. Est. for 2011-12	14. N.S.A.P.	-	500.00
XI	Estimates for 2012-13	20. J.N.N.U.R.M.	22821.15	22321.15
XI	Rev. Est. for 2011-12	20. J.N.N.U.R.M.	52082.77	51582.77
48	Estimates for 2012-13	Small Dia Tubewell 00 4222 400	100.00	95.00
48	Estimates for 2012-13	Small Dia Tubewell 00 4222 400	160.00	140.00
48	Estimates for 2012-13	W.S. Mains & Branches 00 4225 800	1400.00	1370.00
49	Estimates for 2012-13	Intake Stn. (Palta) 00 4251 300	114.00	114.40
53	Expenditure	00 4286	Sirthi BPS	Sirthy BPS
54	Estimates for 2012-13	Sewerage & Drainage 00 4321 800	2500.00	2400.00
55	Rev. Est. for 2011-12	Drg. Pumping Stn 00 4350 Total	3199.52	3199.25
58	Estimates for 2012-13	S.W.M. – I 00 4510 Total	237.20	227.20
60	Estimates for 2012-13	Lighting 004610 800	10.00	10.60
61	Rev. Est for 2011-12	Lighting 004670 400	36.00	58.00
70	Rev. Est for 2011-12	Bustee (Water Supply) 00 7110 Total	684.79	684.70
75	Rev. Est for 2011-12	Central Vigilance 00 8510 600	2.35	2.55
97	Estimates for 2012-13	Small Dia Tubewell 01 4222 400	-	5.00
97	Estimates for 2012-13	Small Dia Tubewell 01 4222 800	-	20.00
97	Estimates for 2012-13	W.S. Mains and Branches 01 4225 800	-	30.00
98	Estimates for 2012-13	Sewerage & Drainage 01 4321 800	12.00	112.00

CORRESPONDING CHARGES WILL TAKE EFFECT ACCORDINGLY

BUDGET STATEMENT 2012-13 (English Version)

Page No.	Item No.	Printed	To be read as
6	4.2	Hence, cautious and pragmatic we had to take approach while preparing our budget for 2012-13	Hence, we had to take cautious and pragmatic approach while preparing our budget for 2012-13

RATES, TAXES, FEES & CHARGES 2012-13 (VOLUME – I)

Page No.	Item No.	Printed	To be read as
63	E) Mutation 3.	Initial stallage equal 200 times the present stallage	Initial stallage equal 400 times the present stallage
63	E) Mutation 4.	Initial stallage equal 400 times the present stallage	Initial stallage equal 200 times the present stallage

Municipal Commissioner's Circular No. 11 of 2011-2012 Date: 09.06.2011.

Sub : Attendance of Controlling Officers and Group 'A' Officers.

All Group "A" Officers excepting Controlling Officers will henceforth report their attendance to their respective Controlling Officers. The Controlling Officers will, however, report their attendance to Municipal Commissioner as is being done.

This order will come into force with immediate effect.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 12 of 2011-2012 Date: 09.06.2011.

Sub : Delegation of Municipal Commissioner's powers & delegation of powers by Mayor-in-Council to the Hon'ble Mayor and the Municipal Commissioner in respect of sanction and contractual execution of works and supply of material with respect to such works.

In partial modification of the Municipal Commissioner's Circular No. 32 of 2007-2008 and 33 of 2007-2008 both dated 27.12.2007, in connection with the above stated subject regarding delegation of powers in respect of sanction and contractual execution of works and supply of materials with regard to such works, it is hereby communicated that –

- (i) To place the departmental working proposals amounting to Rs. 3,00,001/- (Rupees three lakhs and one only) upto Rs. 5,00,000/- (Rupees five lakhs only) before Municipal Commissioner for obtaining approval for those departments where Hon'ble Mayor is holding the charge of concerned MMIC.
- (ii) Certification regarding need to take up the work is to be obtained from Municipal Commissioner in advance prior to placing the departmental working proposal amounting above Rs. 5.0 lakhs (Rupees five lakhs) before Works Committee for the department where Hon'ble Mayor is holding the charge.

This is issued with the approval of Hon'ble Mayor dated 08.06.2011.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 28 of 2011-2012 Date: 27.08. 2011.

It is being noticed that some employees are not attending office on time.

To ensure timely attendance all Controlling Officers should strictly supervise and monitor the same.

It is hereby notified that report of attendance for the day should be compiled by all Controlling Officers for the offices under their jurisdiction and sent to Joint Municipal Commissioner (General) within 12-00 noon each day clearly indicating the number of staff reporting late.

JMC (General) will compile the report for the day and place it before the undersigned.

Provision of extant circulars should be followed in dealing with late attendance/absenteeism.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 55 of 2011-2012 Date: 22.2.2012.

Sub : 24 hours all India Industrial Strike called by some Central Trade Unions.

Ref.: No. 283 (60) – P.S., dated the 21st February, 2012 of the Chief Secretary, to the Govt. of West Bengal.

In view of the 24 hours Industrial strike called by some Central Trade Unions commencing from 06-00 hours of 28th day of February, 2012, the following arrangements are notified for compliance of all concerned :

1. All essential services like Water Supply, Burning Ghats, Burial Grounds, Ambulance, Hospital, Maternity Home Drainage Pumping Station, Electric and Lighting etc. will render usual and uninterrupted services.
2. All KMC employees will attend office on the said date, without fail and no leave for the day will be granted.
3. Caretaker will make special arrangements so that all offices/departments/rooms are opened within the stipulated time on 28.2.2012 in the CMO Building. Similar arrangements for opening the other offices situated outside the CMO Building should be made by the concerned Controlling Officers/HODs.
4. All Controlling Officers/HODs will send an attendance report of the staff within 12-15 P.M. of 28.2.2012 to the Office of the Municipal Secretary at the CMO as per the proforma given below :

Statement of Attendance on 28.2.2012 ofDepartment

GROUP	TOTAL NO. OF EMPLOYEES	NO. OF EMPLOYEES ATTENDED UPTO 12 NOON	REMARKS
A			
B + C			
D			

Signature of C.O./HOD

This circular is being issued with the approval of Hon'ble Mayor dated 23/2/2012.

Sd/-
Municipal Commissioner

Communiqué No. 122 of 2011-2012 Date: 19.03.2012.

All concerned are hereby informed that as per Circular no. 55 of 2011-12 issued by the undersigned all KMC employees were enjoined to attend office on 28th February 2012, the day of 24 hours of all India strike called by some central trade unions and it also mentioned that no leave will be granted for the said day.

Now, a question has arisen regarding treatment of absence from duties on 28th February 2012 in case of those employees who didn't attend office on the said day.

In this connection, Circulars issued by the Finance Department, Govt. of West Bengal vide Memo no. 2013-F(P), dated 06.03.2012, read with Municipal Affairs Department, Govt. of West

Bengal Memo no. 373(3)/MA/O/C-3/O-9/2000, dated 16.03.2012, are being forwarded for issuance of 'Show Cause' notice to those employees who remained absent from office on the above-mentioned day asking them to explain why action would not be taken against them for such unauthorized absence.

The explanation/reply by the employee concerned should be submitted to his/her respective Controlling Officer/ Head of the Department within three days of receiving the 'Show Cause' notice. After receipt of reply, action may be taken in the manner as described in aforementioned memorandum issued by the Finance Department, Govt. of West Bengal.

A draft of the Show Cause notice to be served upon the employee concerned is also enclosed herewith.

A report on action taken may be submitted to the undersigned on 26th March 2012.

Sd/-
(Arnab Roy)
Municipal Commissioner

Draft Show Cause Notice

Ref. No.

Dated :

To

Sri/Smt. _____

Whereas a 24-hours all India Industrial strike was called by some Central Trade Unions on 28th February 2012,

Whereas a Circular was issued by the Municipal Commissioner vide no. 55 of 2011-12, dated 22.02.2012, enjoining all employees of the Kolkata Municipal Corporation to attend office without fail on 28th February 2012 with the direction that no leave for the day will be granted,

Whereas it was found from the attendance register that you have remained absent from office duty on 28th February 2012,

Now, therefore, You are directed to explain as to why action will not be taken against you for such unauthorized absence in violation of Municipal Commissioner's Circular no. 55 of 2011-12, dated 22.02.2012.

You are further directed to submit your reply within three days of receiving this show cause notice failing which suitable action will be taken against you as per rules.

Signature of Controlling Officer/Head of the Department

Municipal Commissioner's Circular No. 13 of 2011-12. Date: 13.06.2011

Sub : Setting up of Modern Abattoir in Tangra under Ministry of Food Processing Industries (MoFPI) Project.

1. The Ministry of Food Processing Industries has approved an amount to Rs. 1257.34 lacs for setting up of Modern Abattoir at Tangra, Kolkata and for this the first installment of Rs. 128.73 lacs has been released on 10111/2008 to initiate the project work. The work was originally

scheduled to be completed in 18 months time. The project site could not take off due to local issues.

2. Principal Technical Advisor (E&M) / C.M.E.(SWM) has already prepared and initiated proposal for tender and other formalities for the above work. The department of S.W.M. has already issued LOI for the aforesaid project for the successful Turnkey Contractors to M/s Metek Food Machineries (I) Private Ltd. and M/s Hindu Agro Industries Ltd. on 12th Oct., 2009. The Work Order for the said project was also issued by the S.W.M. Department and an agreement was executed by K.M.C. (S.W.M. Department) and the above mentioned agencies.
3. Principal Technical Advisor (E&M) / C.M.E.(SWM) informed that since the S.W.M. department will be awfully busy for implementing another project on 'Integrated Solid Waste Management of Kolkata Municipal Corporation' it is very difficult for them to continue the said work and suggested to take over the said project to some other department. Accordingly, in the meeting held in the chamber of Mpl. - Commr. when MMIC (Health), MMIC (SWM), Jt. Mpl. Commr. (Dev.), Principal Technical Advisor (E&M) / C.M.E.(SWM) and other officials were present and it has been decided that the work may be handled by D.G. (Civil) with the assistance from D.G. (Elect.) & D.G. (Mech.) for the execution of electromechanical work in totality and civil work will be executed by D.G. (Civil) deptt. as per work order issued and agreement made.
4. Accordingly, it is ordered that the project of setting up of a Modem Abattoir at Tangra, Kolkata will now be coordinated by the D.G. (Civil), Kolkata Municipal Corporation., Ex. Engineer (Civil), SWM Deptt. who has since long been attached with the project shall assist the Civil department in the implementation of the project, as and when necessary.
5. The relevant records, proceedings, allied documents relating to the project shall now be taken over by D.G. (Civil). The Pr. Technical Advisor (E&M) shall however keep a record of the same at their office for future records.
6. A Monitoring Committee comprising of Principal Technical Advisor (E&M), SO (S&D), C.M.H.O, D.G. (Mech.), D.G. (Elect.), CMFA, CMA with D.G. (Civil) as the convener of the committee is also set up for smooth implementation of the project.

Municipal Commissioner's Circular No. 16 of 2011-12. Date: 18.07.2011

Due to the present situation of changing the administrative office and live-stock yard in Tangra Slaughter House, for smooth functioning of Tangra Slaughter House, the following directives should be carefully maintained :

1. Henceforth no cars/trucks carrying ice will enter in the compound of Tangra Slaughter House.
2. No six wheeler truck will enter the compound of the Tangra Slaughter House except those who will be supposed to carry cow-dung and other waste materials from the compound.
3. Only Four wheelers will enter the Tangra Slaughter House.
4. The cars / trucks will not wait inside the Tangra Slaughter House. The carriers of animals after unloading in the Tangra Slaughter House will wait outside till further loading will be necessary. Then, only they will again enter in the compound of Tangra Slaughter House for loading.

These arrangements will remain in vogue until further orders.

All concerned are requested to co-operate in this regard.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 40 of 2011-12. Date: 18.10.2011

Sub : Procurement of Computer Hardware and Execution of AMCs in respect of Computer Hardware.

The Computer Hardware Procurement Committee, constituted vide Municipal Commissioner's Circular No. 14 of 2007-08 dated 25th July 2007 read with Municipal Commissioner's Circular No. 18 of 2007-08 dated 29th August 2007, will henceforth oversee the process of procurement of computer hardware only in cases of large procurement or when specifically instructed by the KMC authority to do so.

In other cases, the Department concerned may procure the computer hardware, as may be needed, out of the departmental budgetary allocation, on following proper procedure and after obtaining necessary approval of the appropriate authority. In such cases, no requisition is required to be sent to the Computer Hardware Procurement Committee nor will any recommendation of the said Committee be necessary for such procurement.

Similarly, in case of renewal of AMC for computer hardware at the existing rates and terms, recommendation of the Computer Hardware Procurement Committee will no longer be necessary - the Department concerned may directly execute such contracts after obtaining approval of the appropriate authority. Recommendation of the Committee will be required only in cases of execution of fresh AMC or in cases where modification of the rates and terms are involved.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 02 of 2011-2012 Date: 18.04.2012.

Sub : Issuance of fresh Certificates of Enlistment and renewal of existing Certificates of Enlistment and linkages with fire safety norms.

It is notified that in the matter of issuance of fresh Certificate of Enlistment and renewal of existing Certificate of Enlistment, the earlier Circular no:- 04 of 2010-11 dated- 23/04/2010 issued by Municipal Commissioner will be followed for 2011-12 until further orders.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 09 of 2011-2012 Date: 06.06.2011.

Sub : Emergency arrangements during the ensuing norwester/rainy season in the next few months of 2011.

Considering all possibilities and with regard to previous years' practices (with suitable changes), it has been decided that the following activities may be initiated from the KMC's end forthwith to enable the officials and members of staff of KMC to combat emergent situations.

Sl. No.	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
1	Parks & Squares Deptt. (Removal/ Felling of uprooted trees from the road-side)	<p>(i) On every single day in the week, there shall be one team (consisting of one Supervisor and five labourers with one lorry) placed at each Borough office from 6-00PM to 6-00 AM in Boroughs I to X and one team (consisting of one Supervisor, 4 labours with one lorry from 6-00 PM to 6-00 AM in Borough XI to XV for the month of April-May, 2011. From June 2011 to November 2011, there will be one such team at Borough XI and XII and two such teams for Borough XIII, XIV and XV. Each Supervisor will have a mobile phone. The teams will be centrally controlled by Parks & Squares Dept. in order to facilitate inter-Borough movement, if required. On Sunday & Holidays, there will be round-the-clock arrangements at each borough at the above scale.</p> <p>(ii) Apart from this, in the Central Control Room, on Sundays and holidays throughout the period, on a shift basis, there will be three teams in each shift. Each team will consist of one Supervisor, five mazdoors and one lorry with a mobile phone with the supervisor : this team will be under control of Arboriculture Overseer who will also be having mobile connectivity. On Saturdays there will be one team at Control Room from 2-00PM to 10-00PM and two teams from 10-00 PM to 6-00 AM in the next morning. On Sundays and holidays, as stated earlier, there will be three teams in each shift. On every weekdays, there will be three teams at the Control Room, two teams from 6-00 PM to 6-00 AM in the next morning and another team from 10-00 PM to 6-00 AM in the next morning. Two numbers of lorries will be available in the Control Room.</p> <p>(iii) One crane and one vehicle (Tata Sumo type) would be hired by Parks & Squares Deptt. for emergency removal of well grown-up trees and this crane</p>	<p>From 1.4.2011 till 30.11.2011</p> <p>- do -</p> <p>- do -</p>	<p>OSD (Parks & Squares)</p> <p>Ex. Engr. (P & S)</p> <p>Ex. Engr. (P & S)</p> <p>Asst. Horticulturist / Arboriculture Overseer in Control Room: Asst. Horticulturist Arboriculture Overseer</p> <p>Arboriculture Overseer</p> <p>Arboriculture Overseer</p>

		<p>will be perpetually stationed in the Control Room. Two Hydraulic ladders will be engaged at the Control Room at night shift to tackle any emergency crisis.</p> <p>(iv) Mobile phone connectivity will be alive between the different teams for enabling the Control Room to divert from one place to another place.</p> <p>(v) OSD (Parks & Squares) & Ex. Engr. of Parks & Squares Deptt. may be allowed to use hired vehicles during Sundays, holidays and beyond office hours as and when required from 1.4.2011 to 30.11.2011.</p>	- do -	
2.	Lighting & Electricity Deptt. (Removal of uprooted lamp posts and traction)	<p>a) In each of the 15 Boroughs there will be one team everyday from 4-00 PM to 8-00 AM in the next morning with each team having one electrician, two labourers, one car and one mobile phone. On Sundays and holidays such arrangements will be there on 24-hour basis.</p> <p>b) On every weekday between 4-00 PM to next day 8-00 AM, two teams will be placed in the Central Control Room. Each team will have one electrician, two labourers, one car and a mobile phone. On Sundays and holidays such services will be made available on 24-hour basis.</p> <p>c) Each night, there shall be an additional special squad available in CMO Buildings with two generator-fitted vehicles, having one electrician, two labourers with one mobile phone and phone numbers 250W metal halide lamps with each vehicle.</p>	<p>From 15.06.2011 to 15.10.2011</p> <p>- do -</p> <p>- do -</p>	<p>DG (Elec.)</p> <p>Dy. C.E. (Ltg.)</p> <p>Ex.Engr. (Ltg., Zone-V)</p> <p>Ex.Engr. (Ltg. Zone-I)</p> <p>Ex.E ngr. (Ltg. Zone-II)</p> <p>Ex.Engr. (Ltg. Zone-III)</p> <p>Ex. Engr. (Ltg. Zone-IV)</p> <p>Ex.Engr.(Elec.)</p> <p>Ex.Engr.(Elec.)</p>
3.	SWM Deptt. (Cleaning of gully-pit mouths and other related work)	<p>(i) To clear the city streets (especially the gully-pits and kerb channels) in the afternoon shifts everyday so that sudden showers cannot clog the city and submerge particular areas.</p> <p>(ii) Arrangement of ten mazdoors along with overseeing supervisor in each Ward from West Bengal Urban Employment Scheme and 5 Nos. Conservancy vehicles for night shifts</p>	<p>From 15.6.2011 to 15.10.2011</p> <p>- do -</p>	<p>Pr.T.A.(Mech.-Elec.)</p> <p>Dy. C. E. (SWM-1)</p> <p>Dy.Dir.-IV (SWM-I)</p> <p>Dy.Dir.(SWM-I)</p> <p>Dy.Dir.-II (SWM-I)</p>

4.	Drainage Deptt (Deployment of Control Room Management, continuous operation of pumping stations, deployment of mazdoors at water logging pockets, deployment of pumps etc.)	<p><u>MANNING OF PUMPING STATIONS</u> There will be round the clock manning in each pumping station with at least one A.E. / SAE perpetually available in each shift. One Assistant Engineer should be posted at night shift at BDPS, PBPS & DLPS</p> <p><u>MANNING AT THE WATERLOGGING POCKETS</u> A : There are three FLOOD CONTROL centres (Hrishikesh park, Subodh Mullick square park & Traingular park) in Town system & suburban system area. There will be round the clock manning in each flood control centre with at least one SAE, one SARKAR & sufficient departmental Majdoor perpetually available in each shift. B : There is ONE FLOOD CONTROL centre (Ultadanga syphone pumping Station) in Manicktala system area. There will be round the clock manning in flood control centre with at least one SAE , one SARKAR & sufficient Contractual Majdoors perpetually available in each shift.</p> <p><u>Arrangement to combat the flood on Central Avenue from Collutola Street to Muktaram Babu Street during the festive season</u> 2 Nos. Gullypit Emptiers, 2 Nos. Jetting-cum-Suction machines will be deployed round-the-clock at the KMC Control Room with required numbers of mazdoors and operators 2 Nos. 6" pumps and 2 Nos. 4" pumps will be deployed round the clock at the KMC Central Ambulance Garage beside Md. Ali park with required number of mazdoors and operators <u>Emergent instruments/apparatus arrangements during festive days</u> 2 Nos. Jetting/Jetting-cum-Suction machines would be made available at each of the North, Central and South garages i.e. total of 6 Nos. Jetting-</p>	<p>From 15.6.2011 to 15.10.2011</p> <p>From 15.6.2011 to 15.10.2011</p> <p>From 15.6.2011 to 15.10.2011</p> <p>From 02.10.2011 to 07.10.2011 (for free movement of vehicles during pujas)</p> <p>- do -</p>	<p>SO (S&D) DG (Elec.) Dy.C.E.(Mech.) OSD (Civil) S&D Dept. Dy.C.E. (Elec.) – Pumping Stations Dy.Engr.(S.C.) Ex.Engr. (Dr. - South) Ex.Engr.(BDPS) Ex.Engr. Dr.(N) Ex. Engr. (Dr./Central) Ex. Engr. (Drainage-South)</p>
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		<p>cum-Suction machines with required number of mazdoors and operators will be deployed.</p> <p><u>DEPLOYMENT OF PUMPS :</u> Total 69 nos pumps will be deployed at water-logged pockets in Borough-I to Borough-XV.</p>	<p>From 15.6.2011 to 15.10.2011</p>	<p>Ex.Engr.(DLPS) Ex. Engr.(MDPS) Ex.Engr.(PBPS)</p>
5.	<p>Engg. Deptt. (Deployment of skeleton majdoors at water logging pockets, removal of water logging, deployment of potable pumps etc.)</p>	<p>(i) Skeleton gang comprising of 6/8 Nos. of mazdoors and 1 Drainage Sarkar will be posted at each Borough Office Control Room from 6-00 AM to 10-00 PM on Sundays and holidays along with overseeing Supervisors and Engineers will be posted to monitor the entire systems.</p> <p>(ii) On weekdays similar arrangements will also be made from 2 P.M. to 10 P.M. at each Borough Office.</p> <p>(iii) Mazdoor under West Bengal Urban Employment Scheme should be posted at the listed water logging from 9 AM to 5 PM during the entire monsoon period (from 15.6.2011 to 15.10.2011). Borough Executive Engineers will engage the said experienced mazdoors in consultation with Borough Chairman/Chairperson. The number of mazdoor should be decided by the Bor. Ex.Engr. according to water-logging pockets in consultation with Zonal Dy. Ch. Engrs. and DG (Civil). In case of added area i.e. Borough – XI to Borough – XV, similar arrangements i.e. mazdoors should be deployed from West Bengal Urban Employment Scheme from 15.06.2011 to 15.10.2011.</p> <p>(iv) In case of suspension of work under West Bengal Urban Employment Scheme, deployment of contractual mazdoors may be engaged at minimum numbers according to priority with prior approval of Municipal Commissioner if situation demand during heavy rain.</p> <p>(v) One hired P.R. lorry should be kept at each Borough office 6-00 AM to 10-00 PM for movement of mazdoors from one water-logging pocket to another water-logging pockets.</p> <p>(vi) One hired vehicle preferably Jeep/ Tata Sumo should also be kept at</p>	<p>From 15.6.2011 to 15.10.2011</p> <p>From 15.06.2011 to 15.10.2011</p> <p>From 15.6.2011 to 15.10.2011</p> <p>From 15.6.2011 to 15.10.2011</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>D.G.(Civil) OSD (Civil) - Br. I to V</p> <p>Dy. C.E. (Central) Br. VI to IX</p> <p>Dy.C.E. (South) Br. X to XII Dy.C.E. (Hq.& West) Br. XIII to XV E.E., Br. – I E.E., -Br.-II E.E., Br.- III E.E., Br.-IV E.E., Br- V E.E., Br.-VI</p> <p>E.E., Br.-VII E.E., Br.-VIII E.E.,Br.-IX E.E.,Br.-X</p> <p>E.E., Br.-XI E.E., Br.-XII E.E.,Br.-XIII E.E.,Br.-XIV E.E., Br-XV</p>

		<p>Borough office 6-00 AM to 10-00 PM for movement of Asst. Engr./SAEs posted at Bor. Office Control Room for supervision of skeleton gang and for other requirement as and when necessary. In case of hired vehicles run by diesel, normal rate as permissible in KMC including overtime will be given. Normally 5 liter diesel will be provided. In case of extraordinary movement during heavy shower, additional fuel will be issued on specific recommendation of Bor. Ex. Engr. with prior approval of DG (C).</p> <p>(vii) Bor. Ex. Engrs. I to XV, Zonal Dy. Ch. Engr. (Central, West & South), OSD and DG (C) may be allowed to use hired vehicles during Sundays, holidays and beyond office hours as and when required.</p> <p>(viii) All the mazdoor, Sarkars including mazdoors under West Bengal Urban Employment Scheme contractual mazdoors should attend water-logging pockets with proper dress and identity cards supplied from KMC with red flags and other necessary equipments.</p> <p>(ix) One dedicated mobile phone will be given to all Boroughs for operation and supervision of officials. The said mobile phone should be kept open round-the-clock with the official concerned posted at Borough Control Room. An amount to Rs.500/-will be reimbursed for each Borough for operation of the said mobile per month.</p> <p>(x) Deployment of portable pumps – sufficient nos. of portable pumps will be deployed by Borough Executive Engineers according to need basis.</p> <p>(xi) In case of heavy rain at night, Borough Ex. Engr. will arrange to keep the Borough Office open with required number of mazdoors, Sarkars and other overseeing supervisors according to need basis as and when desired by the Authority.</p>	- do - - do - - do - - do -	
6.	Roads Deptt.	OSD (Roads) will keep necessary arrangements in case of urgent need for road repairing work.	From 15.6.2011 to 15.10.2011	OSD (Roads) Ex. Engr. (Roads/N) Ex. Engr. (Roads/South)

		I. Mechanical Deptt. of Roads Deptt. will be ready to supply hot asphalt mixture as well as deployment of departmental gang ; rollers and other machinery as and when required to meet the emergent situation.	- do -	DG (Mech.) Roads
7.	Building Deptt. (Demolishing of insecure building and negotiation of collapses)	(i) On every working day from 10-00 PM to 6-00 AM in the next morning, there will be a team in the Control Room from the Building Deptt. with one Asst. Engineer, as head of the team, one Sub. Asst. Engr. in the team, 20 labourers in the gang along with a lorry and a mobile phone with the Asst. Engr. and the Sub. Asst. Engr. (ii) The same arrangements as above will be available in the Control Room on round-the-clock basis in three shifts on Sundays and holidays. (iii) CME (SWM) will keep one pay-loader, two lorries, a team of mozdoors (headed by one Supervisor with a mobile phone) on every working day from 9-00 PM to 5-00 AM and the same drill will be there on Sundays and holidays throughout in the Control Room.	From 15.6.2011 to 15.10.2011 - do - - do -	DG (Bldg.) DG (Bldg.-II) Dy. C.E. (Bldg.-South) Dy. C.E. (Bldg.-North) C.O. (Spl. Squad) S.O. (Spl. Squad) S.O. (Spl. Squad)
8.	Health Deptt. (Ambulance Services, disinfection & supply of medicine)	I. Ambulance services will be made available round-the-clock from the under-mentioned Borough offices to carry casualties, if any, to the nearest hospital ➤ 2 ambulances at headquarters; ➤ 1 ambulance at Bag Bazar ambulance service station; ➤ 1 ambulance at Manicktala ambulance service station in Bor.III; ➤ ambulance services at Bor.XI, XII and joint office of Bor.XIII & XIV near Siddheswari Kali Bari; ➤ at the Bor. XV office. II. To meet the emergent situation during heavy shower, necessary disinfection works with bleaching powder will be undertaken jointly with the SWM Deptt. While the SWM Deptt. will look after disinfection of arterial roads, the KMC Health Deptt. will conduct disinfection in slums.	From 15.6.2011 to 15.10.2011 - do -	C.M.H.O. OSD (Health)

		III. Central Medical Store will remain open round-the-clock to meet the emergent situation.	- do -	
9.	Water Supply Deptt. (Supply of drinking water and disinfection of tubewell and stand post.)	(i) Water tanker will be available on 24 x 7 basis from the office 6 Convent Road and Park Circus Booster Pumping Station. (ii) In case of heavy shower during monsoon sufficient gang will be deployed for disinfection of the stand posts and tubewells at the water logging pockets. (iii) Maintenance gang will be available on 24 x 7 basis at 6 Convent Road.	From 15.6.2011 to 15.10.2011 - do - - do -	DG (WS) Dy. C.E. Dy. C.E. SAE Asst. Engr Ex. Engr.
10.	P & D Deptt. (JNNURM)	I. Engineers will be engaged to attend the water logging pockets at different working sites under JNNURM scheme as and when required except Rash Behari Avenue, Hazra Road, Beadon Street and Canning Street Drainage Deptt. will look after the above stretches in case of water logging. II. All plugs made for de-silting and construction activities at different sites will be converted to iron sluice gates by 15.06.2011	From 15.6.2011 to 15.10.2011	Pr. C.E. (Civil)/ CME (P&D) Dy.C.E. (C) Dy.C.E. Dy.C.E. Dy.C.E.
11.	Municipal Secretary's Deptt. (Manning of KMC Control Room)	(i) The Control Room will be manned at two levels : (a) at one level, as usual, there will be three shifts in the Control Room and in each shift there will be an Asst. Manager deployed by the Mpl. Secy. and the said Asst. Manager will be designated as O/C, Control Room. It will be the duty of O/C, Control Room to liaise with all other teams of different departments as mentioned above. (b) At another level, the SO (S&D) will keep at least one Ex. Engr. every night from 10-00 PM to 6-00 AM in Control Room. The said Ex. Engr. will leave the Control Room in the next morning immediately after reporting his reliever. On Sundays and holidays also he will keep the Ex. Engrs. in three shifts.	From 15.6.2011 to 15.10.2011	Municipal Secretary Addl. Mpl. Secy. DG (Elec.) Telephone arrangement in the Control Room : S.O. (S&D) 2286-1212/ 2286-1313 (for outgoing) 2286-1414 (for incoming)

		<p>On working days during the office hours he will keep at least one Asst. Engr./Sub Asst. Engr. in the Control Room.</p> <p>(c) As far as the general managerial staff in the Control Room is concerned, they will be doing all the duties relating to the Control Room. But the specific duty of alerting Drainage P.S. will lie specially with the officer of SO (TID). The Officer-in-Charge of the shift in Control Room will be at liberty to contact any Controlling Officer or any other officer or Borough Control Room as mentioned above, in tying-up the management of emergency and the controlling officer/other officers/Borough Control Room will also be at liberty to use the Control Room for dispatch of messages.</p> <p>(ii) Municipal Secretary's Deptt. will ensure accessibility to the tarpaulins on round-the-clock basis.</p>		
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Sd/-
(Arnab Roy)
Municipal Commissioner

N.B.

- (i) Separate approval should be obtained for additional mobile connectivity, Over Time Allowances/Holiday Allowances/other allowances, if admissible.
- (ii) This issues with the approval of Hon'ble Mayor.
- (iii) **This arrangement is made from 15.06.2011 to 31.07.2011, any additions or dilations of this system from 31.07.2011 onwards will be decided in consultation with concerned Controlling Officers.**
- (ii) KEIP WILL MAKE SEPARATE AND SIMULTANEOUS ARRANGEMENTS DURING THIS PERIOD AND A SEPARATE ORDER WILL BE ISSUED AS A SEQUEL TO THIS SHORTLY.**

Municipal Commissioner's Circular No. 10 of 2011-2012 Date: 06.06.2011.

Sub : Emergency arrangements on behalf of KEIP during the ensuing Nor'wester/election/rainy season in the next few months of 2011.

In view of forthcoming Nor'westers and the monsoons and with regard to previous years' practices (with suitable changes mutatis mutandis), it has been decided that the following officers will be on call during this period from the KEIP's end specifically w.e.f. 15.06.2011 to enable the officials and members of staff of KEIP to handle the situation. A list of proposed deployment of portable pumps is also enclosed.

Project Director, KEIP
Director General (Project), CMU
Team Leader, DSC

S & D Works

KEIP S & D Work in Br.	Contractor's Project Manager		Consultants' Senior Engineer & Engineer-in- Charge		KEIP/KMC Engineer-in- Charge	
	Name	Mobile No.	Name	Mobile No.	Name	Mobile No.
I	(Tantia Constructions Ltd.)				EE	
					Dy.CE-I	
	(Tantia Constructions Ltd.)				Dy.CE-I	
VII	(Tantia Constructions Ltd.)				EE Dy.CE-II	
XII	(IVRCL.)				Dy. CE -I AE	
XV	Project Manager (Tantia Constructions Ltd.)				Dy. CE-II	
	(Tantia Constructions Ltd.)				EE	

Miscellaneous Civil Works – Package SD35A

KEIP S & D Work in Br.	Contractor's Project Manager		Consultants' Senior Engineer & Engineer-in- Charge		KEIP/KMC Engineer-in- Charge	
	Name	Mobile No.	Name	Mobile No.	Name	Mobile No.
XIV	(SD35A M/s Jain Infraprojects Ltd.				EE Dy. CE-I	

Pumping Stations

KEIP S & D Work in Br.	Contractor's Project Manager		Consultants' Senior Engineer & Engineer-in- Charge		KEIP/KMC Engineer-in- Charge	
	Name	Mobile No.	Name	Mobile No.	Name	Mobile No.
I	(Ramky Infrastructures Ltd.) (M/s MBL)				EE	
					Dy. CE-II	
VII	(WPIL)				EE	
					Dy. CE-I	
	(Voltas Ltd.)				EE	
					Dy. CE-I	
XII	(M/s MBL)				Dy. CE-I	
XIV	(M/s MBL))				EE Dy. CE -I	

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 21 of 2011-2012 Date: 27.07.2011.

The matter of issuance of photo identity cards to security guards and other workers/officials employed by private agencies for installations and offices of this Corporation has for some time been under consideration.

The KMC authority after due consideration has decided to implement the same in the following manner :

- That a newly devised proforma for above-mentioned identity cards with laser-engraved photographs of employees of private agencies with suitable modifications from the existing one for regular employees of the KMC duly approved by the Municipal Commissioner will be circulated to all the Controlling Officers.
- That a prototype of the existing Identity Card of the KMC employees will be given to the Private Manpower Supply Agencies and the Vendor entrusted with the job of printing KMC Identity Cards.
- That an application for such an Identity Card is to be made by a private agency employee/ personnel duly recommended by his agency on its letter-head to the concerned HOD where he is posted, with a photograph duly signed and affixed on the form. Another photograph again duly signed should be enclosed.
- The concerned HOD/Borough Executive Engineer will examine the form, and if found to be in order, the same be addressed to the Municipal Secretary but is to reach directly the Asst. Secretary of the Identity Card Cell in the Municipal Secretary's Department, duly recommended by concerned HOD or the Borough Executive Engineer maintaining registers/records of such recommendations.
- That if the application is found to be in order by the Identity Card Cell in the Municipal Secretary's Department, the particulars would be forwarded to the Vendor for printing Identity

Cards and signature of the concerned Security Agency will also be facilitated by the Assistant Secretary-in-Charge of the Identity Card Cell thereon, and the Vendor is to supply the Identity Card to the said Cell of the Municipal Secretary's Department.

- That the Additional Municipal Secretary through the concerned Assistant Secretary will maintain a register for the same with all the particulars, viz. the name of the private agency employee, the name of the agency, Id Number for the Employee, Identity Card Serial Number, etc. and the Additional Municipal Secretary will sign the same and put up the same for countersignature of the Municipal Secretary in the register and of the Municipal Commissioner on the Identity Card
- That issuance of such identity cards to employees of private agencies will not render such employee to be treated as employees of this Corporation at any stage, rather the same would be for the sole purpose of only identification of particular employees of the private agencies.
- That any identity card issued to any such private agency employee stands withdrawn/cancelled and is to be returned forthwith to the Asst. Secretary, Identity Card Cell in the Municipal Secretary's Department.
- The validity of Identity Card will be one year from issue or the date of expiry of the contract of the private agency, whichever is earlier.

Sd/-
(Arnab Roy)
Municipal Commissioner

APPLICATION FORM FOR IDENTITY CARD FOR PRIVATGE AGENCIES

Holders Signature
(Don't touch the line)

PHOTO

TO BE FILLED IN CAPITAL LETTERS

1. Name of Applicant :.....
2. Address :.....
.....
.....
3. Date of Birth :.....
4. Name of Private Agency :.....
5. Address of Private Agency:.....
6. Name & Contact no. of Proprietor of the Agency :.....
.....
7. I.D. No. :.....
8. Department :.....

9. Designation :.....
10. Tel No.(s) :.....
11. Date of Expiry of the Contract of the Private Agency :.....

.....
Signature of the Departmental Head

Note : 2 copies of Photographs should be enclosed. Size : 25x30 mm.

NAME OF THE PRIVATE AGENCY WITH ITS LOGO

ON DUTY OF
THE KOLKATA MUNICIPAL CORPORATION

Name :
Nature of Job :
Place of Duty :
Address :.....
.....
.....
Telephone Numbers :.....
Applicant's Signature :.....

.....
Signature of the Authorized Signatory of the Agency

Valid upto :.....

Authorized Signatory of the KMC

Note : The Identity Card shall not confer any right/claim to the holder of this Card for any employment in the Kolkata Municipal Corporation.

Municipal Commissioner's Circular No. 30 of 2011-2012 Date: 06.09.2011.

This is for information of all concerned that the KMC has decided to reintroduce the scheme of re-imburement of medical bills for the employees and sitting Councillors of KMC with a sum assured of Rs.1.00 lakh per year against individual, spouse, children and parents.

The salient features of the scheme with operational procedures are given below :

1. All KMC employees and Councillors along with five dependent family members' viz. spouse, dependent parents and two eldest, dependent, unemployed and unmarried children below the age of 25 years will be covered.
2. The re-imburseable amount under this scheme for any illness/injury/ailment is Rs.1,00,000/- individually and jointly.

3. Pre-existing diseases are covered.
4. Maternity benefit covered for first two deliveries only (living child).
5. Re-imburement of actual cost of hospitalization is to be made if treatment is taken from a registered hospital/ nursing home anywhere in India.
6. Pre and post hospitalization cost of 15 and 30 days is payable respectively.
7. Ambulance charge; subject to a maximum of Rs.500/- is payable.
8. There must be a clear case of admission in a registered hospital under the advice of a registered medical practitioner.
9. Concerned patient shall be admitted at least for 24 hours.
10. There shall be no sub-limit against any disease whatsoever. Full eligible amount shall be paid.
11. Maximum hospital room rent/bed charge payable is Rs.800 /- per day.
12. Maximum hospital room rent/bed charge for ICU /ICCU /ITTU is Rs. 1,800/ - per day.
13. Documents shall be produced to the office within 60 days from the date of discharge of the hospital/nursing-home.
14. A sum of maximum Rs.25,000/- in advance may be given to the needy employees where the cost of hospitalization is high, subject to the approval of authority on recommendation of the HOD/CO of the concerned employee (to be recovered from medical bill/salary).

Immediate advance of Rs.9,000/- may be given on sanction of Controlling Officer on receipt of information regarding hospitalization or proposed hospitalization out of B.1. Code No.8872 / 600 of Medclaim.

The concerned incumbent will mention the amount of such advance receipt when submitting the claim application for final settlement.

15. The guidelines as stated below must be followed while submitting a claim application :
 - a) All claims shall have to be submitted strictly within 2 months from the date of discharge of the hospital/nursing-home.
 - b) The claim application shall be forwarded by the HOD/CO of the applicant concerned.
 - c) In case of a dependent (spouse/parents/children) of an employee, Xerox copy of a valid govt. document (Voter Identity Card/ Ration Card/PAN Card/ Certificate issued by the Local Councillor etc.) must be attached with the application, for proof of relationship. In case, of a dependent major child, age proof and relationship proof (Certificate issued by the local councillor / ration card) must be enclosed with the application.
 - d) All documents relating to hospitalization and others shall be produced in original.
16. The following documents (in original) will have to be attached with the claim application :
 - a) Final bill summary
 - b) Money receipts/bills/cash-memos issued by the hospital and/ or outside chemists/ druggists in relation to the hospitalization and subsequent treatment/medication thereafter.
 - c) Money-receipts/bills of diagnostic tests (Pathological/non-Pathological)/ Investigations.
 - d) Reports of the diagnostic tests
 - e) The claim form filled in all respects, must be attached with the application.
17. As per insurance norms, more than one claim is not payable for the same disease. However, if an employee receives a portion of the total cost of his expense from his/her personal Medclaim policy, the rest amount can be claimed on submission of proper documents of settlement of the first claim.

18. For submission of claims and any other details, employees are requested to contact the Mediclaim Section, Municipal Secretary's Department on all working days except Saturday between 2.30 P.M. to 4.30 P.M.
19. Certain exclusions where payment cannot be made is given in Annexure – 'A' and exceptions where 24 hours hospitalization will not be necessary to claim the bill, is stated in Annexure – 'B'.

This circular shall come into effect from 1st September, 2011.

Sd/-
(Arnab Roy)
Municipal Commissioner

ANNEXURE - 'A'

Exclusions

A. A claimant is not supposed to receive any payment In respect of any expenses whatsoever incurred in connection with :

- 1) Injury or disease directly or indirectly caused by or arising from War Invasion Act of foreign enemy warlike operations, or by nuclear weapons or materials.
- 2) Circumcision unless necessary for treatment or a disease not excluded hereunder or as may be necessitated due to an accident, vaccination, or inoculation or change of life or cosmetic or aesthetic treatment of any description, plastic surgery other than may be necessitated due to accident or any illness.
- 3) Surgery for correction of eye-sight cost of spectacles contact lenses, hearing aids etc.
- 4) Dental treatment or surgery- corrective, cosmetic or aesthetic procedure, filling of cavity, root canal, wear and tear, unless arising due to an accident and requiring hospitalization.
- 5) Convalescence general debility : run down condition or rest cure, congenital external disease or defects, sterility, infertility, or assisted conception procedures, venereal diseases, intentional self-injury, suicide, all psychiatric and psychosomatic disorders, accidents due to misuse or abuse of drugs/ alcohol or use of intoxicating substances.
- 6) All expenses arising out of HIV or AIDs and/ or other sexually transmitted diseases.
- 7) Expenses incurred for evaluation or diagnostic purpose not followed by active treatment.
- 8) Naturopathy, experimental or alternative medicine including cupuncture, acupressure, magneto-therapy.
- 9) Expenses on irrelevant investigations, private nursing charges, referral fee to family physician, outstation doctor / surgeon/ consultant's fees etc.
- 10) Genetical disorder/stem cell implantation/surgery.
- 11) External/durable medical/non-medical equipments of any kind used for treatment including CPAP, CAPD, infusion pump, ambulatory devices like walker / crutches / belts / collars / caps / splints / slings / braces / stockings / diabetic footwear / glucometer / thermometer / & similar related items that could be used at home subsequently.
- 12) Non-medical expenses including personal comfort items such as telephone / television / aya / barber / beauty services / diet charges / baby food/ cosmetics/ napkins/ toiletries/ guest services.
- 13) Change of treatment from one pathy to other unless being agreed/allowed by the consultant under whom treatment is taken.
- 14) Treatment for obesity or condition arising thereof or any other weight control programme.
- 15) Treatment arising from any hazardous activity like scuba driving, motor racing etc.
- 16) Out-patient diagnostic/medical/ surgical procedures, non-prescribed drugs/hormone replacement therapy, sex change or any treatment related to this.
- 17) Any kind of service charge / surcharge / admission fees / registration charges etc. levied by the hospital.

- 18) Doctor's home visit charges/attendant/nursing charges during pre and post-hospitalization period.
- 19) Treatment which the insured was on before hospitalization and required to be on after discharge for the ailment/disease/injury different from the one for which hospitalization was necessary.
- 20) Expenses incurred in connection with voluntary medical termination of pregnancy during the first twelve weeks from the date of conception are not covered.

A waiting period of nine months is applicable for payment of and claim relating to normal delivery, or caesarean section or abdominal operation for extra uterine pregnancy. This waiting period may be relaxed only in the case of delivery, miscarriage, or abortion induced by accident or other medical emergency.

ANNEXURE - 'B'

B. Concerned patient should be admitted at least for 24 hours with the following exceptions :

1. Dialysis
2. Parental chemotherapy
3. Radiotherapy
4. Eye-surgery
5. Lithotripsy
6. D&C
7. Tonsillectomy
8. Dental surgery due to accident
9. Hystrectomy
10. Coronary angioplasty
11. Surgery of gall bladder
12. Pancreas & bile duct surgery
13. Surgery of hernia
14. Hydrocele surgery
15. Prostate surgery
16. Gastrointestinal surgery
17. Genital surgery
18. Nose surgery
19. Throat surgery
20. Appendix surgery
21. Urinary system surgery
22. Anthroscopic knee surgery
23. Laparoscopic surgery
24. Treatment of fracture / dislocation excluding hairline fracture.

Municipal Commissioner's Circular No. 03 of 2011-2012 Date: 28.04. 2011.

The IUM has been inviting a number of senior officers of the KMC in their respective areas of competence to interact/deliver lectures to various levels of employees of the Corporation undergoing training there. It is therefore incumbent upon such in-house faculty to respond to the IUM's invitation and attend to this task directed at enhancing the knowledge and skills of various levels of employees, in order to improve their on the job performance. It is expected that the senior officers so called upon shall treat this task as part of duty and shall make every effort to attend unless engaged otherwise in extremely pressing work with due information to the Director, IUM.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 24 of 2011-2012 Date: 03.08.2011.

The 5th Pay Commission has submitted its recommendation on the rate of Conveyance Allowance admissible to the Blind and Orthopedically Handicapped of the State Govt. employees. The existing rate of Conveyance Allowance to the Blind and Orthopedically Handicapped of the State Govt. employees is 5% of basic pay subject to maximum of Rs. 200/- per month.

After careful consideration of the existing rules and orders and in pursuance of Memorandum No. 1145 - F (P) dated 14.02.11 issued by the Finance Department, Audit Branch of the Govt. of West Bengal, the authority of the KMC is pleased to decide that the Conveyance Allowance for the above categories employees of KMC may be allowed at the rate of 5% of the revised basic pay under ROPA 2009 which is the sum total of Band Pay and Grade pay subject to a maximum of Rs. 400/- per month.

This order shall take effect from 01.08.2011.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 25 of 2011-2012 Date: 03.08.2011.

The Finance Department of the Govt. of West Bengal vide its Memorandum No. 961-F (P) dated 07.02.11 has made certain changes in Pay Band 4 to remove substantial disparity in the matter of fixation of pay of the employees drawing pay in the unrevised scale No. 18 Rs 12000 - 18000) and No. 19 (Rs 14300 - 18300).

In pursuance of Memorandum No. 961-F (P) dated 07/02/11, the authority of the KMC has decided to give effect of such modifications as contained in the aforesaid memo.

In the revised pay structure the existing Pay Band No. 4 (Rs 9000 - 40500) shall be split in the following matter :-

Existing Pay Scales		Revised Pay Structure		
Pre-revised Scale No.	Pre-revised Scales under the WBS (ROPA) Rules, 1998	Name of Pay Band	Pay Band Scale	Grade Pay
12	4800-175-5850-200-6650-225-8675-250-10,925/-	PB - 4	Rs 9000-40500/-	Rs 4,400/-
13	5000-175-5700-200-6500-225-8525-250-1 1,275/-	PB - 4	Rs 9000-40500/-	Rs 4,600/-
14	5500-200-6300-225-8325-250-1 1,325/-	PB - 4	Rs 9000-40500/-	Rs 4,700/-
15	6000-225-7800-250-9800-275-12,000/-	PB - 4	Rs 9000-40500/-	Rs 4,800/-
16	8000-275-13,500/-	PB- 4A	Rs 15600-42000/-	Rs 5,400/-
17	10000-325-15,525/-	PB- 4A	Rs 15600-42000/-	Rs 6,600/-
22	10000-300-15100-350-16500-375-18,000/-	PB - 4A	Rs 15600-42000/-	Rs 7,000/-
18	12000-375-18,000/-	PB - 4B	Rs 28000-52000/-	Rs 7,600/-
24	12500-375-18,500/-	PB - 4B	Rs 28000-52000/-	Rs 8,000/-

The order shall be deemed to have effect from 1st day of January 2006 for the purpose of fixation of pay. However, arrear, if any, would be guided by the terms of clause 11 of Resolution

No. 135 MA/O/C- 5/CC/1R-1/2009 dated 27.02.09 and communicated through CMF&A's Circular No. 23 of 2008-09 dated 07.03.09 and will be considered only after receiving of matching order from the Govt. of West Bengal.

For allowing the benefit of fixation of pension and family pension in terms of the Memo No. 961 - F (P) dated 07.02.11 a separate circular will be issued in due course by the Pension Department of the KMC.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 34 of 2011-2012 Date: 23.09.2011.

On certain occasions, the services of Stenographers, Steno-typist/PA, Group B, C & D are required beyond office hours or on holidays for essential and emergency purpose.

In case of such utilization of services on holidays and over staying, tiffin allowance may be allowed subject to the following ceilings.

A) For Stenographers/P.A. :-

- i) Rs.60/- (Rupees Sixty only) for more than two hours of overstay beyond normal office hours.
- ii) Maximum upper limit of Rs.1100/- (Rupees Eleven Hundred only) per month.

B) For Group B & C Employees:-

- i) Rs.50/- (Rupees Fifty only) for more than two hours of overstay beyond normal office hours.
- ii) Maximum upper limit of Rs.900/- (Rupees Nine Hundred only) per month

C) For Group D Employees

- i) Rs.40/- (Rupees Forty only) for more than two hours of overstay beyond normal office hours.
- ii) Maximum upper limit of Rs.700/- (Rupees Seven Hundred only) per month.

In case of duty in holidays, double the amount stated in all cases, will be applicable.

All such deployment beyond normal office hours or on holidays, however, will require prior approval of Municipal Commissioner/Jt. Mpl. Commissioner (D&G)

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 35 of 2011-2012 Date: 23.09.2011.

- i) On a few occasion it is observed that the service of Sub-Assistant Engineers is essentially required for supervision of works in emergencies in different utilities.
- ii) In case of utilization of service of Sub-Assistant Engineers on holidays and over staying of a complete shift of 8 hours, a Tiffin Allowance subject to a ceiling of Rs.700/- for 8(eight) hours shift may be allowed. For Pumping Stations the ceiling will be Rs.800/-. Controlling Officers will take due care before recommending such allowance considering the present financial position of the KMC.
- iii) All such deployment however, shall require prior approval of M.C. / Jt. M.C. (D&G).

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 37 of 2011-2012 Date: 01.10.2011.

Sub : Sanction of Overtime, Holiday Allowance and Tiffin Allowance by JMC (Gen.)

It is hereby ordered that all approvals relating to Over Time, Holiday Allowance and Tiffin Allowance will be given by the Joint Municipal Commissioner (General).

All concerned may send necessary files to the JMC (Gen.) for sanction.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 45 of 2011-2012 Date: 08.11.2011.

Sub : No Objection Certificate for Passport/Visa

It is hereby ordered that henceforth the sanction of No Objection Certificate for Passport/Visa will be given by the Deputy Municipal Commissioner (Personnel).

This will take immediate effect.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 47 of 2011-2012 Date: 01.12.2011.

The authority for sanctioning L.T.C. benefit to employees of Kolkata Municipal Corporation is hereby delegated to Joint Municipal Commissioner (G).

This will take immediate effect.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 56 of 2011-2012 Date: 25.02.2012.

All Overtime Allowance / Holiday Allowance / Tiffin Allowance bills have been kept on hold in terms of note no. Con/NSO/109 dated 21.01.2012 of the undersigned.

Such bills drawn as per Municipal Commissioner's Circular No. 34 of 2011-12 dated 23.11.11 may now be released after obtaining approval of Jt. Municipal Commissioner (Gen).

Proposals / bills not covered under the said Circular will have to be placed before undersigned through Jt. Municipal Commissioner (Gen) for suitable decision.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 51 of 2011-2012 Date: 18.01.2012.

With a view to cope with the increasing volume of works for providing information under RTI Act, it is felt necessary to reorganize the RTI framework in KMC in the following manner :

[A] There will be following 3 (three) 1st Appellate Authorities to facilitate the hearing of RTI appeals in terms of the sub section (1) of section 19 of RTI Act, 2005.

- 1) 1st Appellate Authority (I) : Jt. M.C. (R), K.M.C.
- 2) 1st Appellate Authority (II) : PD-KEIP, KMC (Ex-Officio Jt. MC)
- 3) 1st Appellate Authority (III) : Jt. M.C. (G), K.M.C.

[B] Jurisdiction of Appellate functions :

Jurisdiction of Jt. M.C. (R) as 1 st Appellate Authority	Jurisdiction of PD- KEIP (Ex-Officio Jt. MC) as 1 st Appellate Authority	Jurisdiction of Jt. M.C. (G) as 1 st Appellate Authority
-	-	-
RTI cases related to Assessment Collection, License, Market, Central Stores & Purchase, Advertisement, Parking & Amusement.	RTI cases related to WS, P&S, P&D, SWM, Building, Roads, Drainage & Pumping Station, CME(C), Lighting, Electricity, Central Work shop	RTI cases related to all other departments which are not included under Appellate Authority I & II.

[C] In terms of the provisions contained under Sub Section (1) of Section – 5 of the Right to Information Act 2005, the following Officers are hereby designated as the SPIO, KMC in respect of areas under their jurisdiction as shown against each :

Sl. No.	Departmental Post	Designation
1.	Chief Manager (Revenue)	S.P.I.O (REVENUE)
2.	Chief Manager (Market)	S.P.I.O (MARKET)
3.	Chief Manager (Licence)	S.P.I.O (Licence)
4.	D.G. (Building)	S.P.I.O (BUILDING)
5.	D.G. (Water Supply)	S.P.I.O (Water Supply)
6.	Chief Manager (Social Sector)	S.P.I.O (SOCIAL SECTOR)
7.	Chief Manager (Education)	S.P.I.O (EDUCATION)
8.	D.M.C. (Personnel)	S.P.I.O (H/Q)
9.	Chief Municipal Health Officer	S.P.I.O (Health)

This has approval of Municipal Commissioner dt. 12.12.2011. This order replaces all earlier orders in this regard and is to take immediate effect.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 14 of 2011-2012 Date: 07.07. 2011.

Sub : Payment of pensionary benefits to KMC employees

411 employees are retiring between July to December 2011, a list of which is enclosed herewith.

It has been decided that retirement benefits will be paid on the date of retirement and pension will be started from the month following the date of retirement.

All departments will ensure that the file complete in all respect with relevant information of the employees retiring are sent at least three months before the date of retirement to SR & A/C for processing. SR & A/C will process the file with due urgency so that retirement benefits can be given on the date of retirement and pension can be started on the month following the date of retirement.

F&A Department will transfer the processing of Group Insurance and Leave Encashment to SR & A/C along with personnel so that all matters concerning retirement dues are dealt with at one place. SR & A/C will deal with all matters concerning the retirement dues with due urgency.

(List of employees omitted).

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular no. 19 OF 2011-12 Date: 25.07.2011

In continuation with this office's Circular No. 14 of 2011-12 dated 07.07.2011 regarding payment of pensionary benefits to K.M.C. employees, a detail work-flow has been designed for guidance of all concerned.

FUNCTIONAL DEPARTMENT'S PART

The functional department will send the following information in details to the **Service Records & Accounts Cell** at least three months' before for taking action for disposal of Pensionary benefits to the retired employee on the date of his / her Superannuation

- Service book, being updated in all respect and verified by the concerned I.F.U.
- Office copy of the issued Superannuation-Notice
- Claim letters being forwarded by the concerned I. F. U by the employee for payment of Leave Salary, G. I, P. F, Pension & Pensionary benefits.
- Up-to-date recovery statement being verified by the concerned I.F.U, of advance(s) (GPF, C.S, HBL etc.) that is / are continuing.
- Details of existing loan / advance i.e. date / month of commencement of recovery, rate of deduction and month of last recovery, if any.
- Report -
 1. Whether any D. P was framed against the employee?
 2. Status of pending D. P, if any.
 3. Whether the employee is under suspension? If yes, period of suspension to be intimated.
- Details of KMC Quarter, if occupying, as per office records -
 1. Date of occupancy
 2. Rate of Licence Fee
 3. Address of the quarter
- Whether any KMC claim for tools & plants has been raised against the employee till the date of preparing of this report? Report in details, if so.
- Membership details along with photocopy of the deduction list(s), if any -

1. Corporation Credit Society
2. C. C. Bank, etc.

Along with the said reports the following documents shall have to be forwarded as enclosures -

- Up-to-date Drawn & Admissible statement being verified by the concerned I. F. U.
- Pension Form -1, Annexure - VI & VIII being signed by the incumbent, forwarded by the H. O. D and verified by the concerned I.F.U.
- Statement for refund of Provident Fund being verified by the concerned I.F.U.
- Month-wise deduction list of G. I being verified by the concerned I.F.U.
- The followings are to be endorsed by the H. O. D -
 1. Three copies of photographs.
 2. Specimen signature / L. T. I. being identified by the appropriate authority in duplicate.
 3. Height, identification mark in duplicate.
 4. Family statement in duplicate.
 5. Fingers' impressions, in case of illiterate employee.
 6. The letter of authority by the concerned employee giving his / her consent to adjust the KMC claim / excess paid amount with his / her retirement benefits [Annexure - II].
- NOC from the concerned office of the F & A department, certifying / stating explicitly that no advance either in Personal capacity or in Official capacity is lying unadjusted.
- Head-wise KMC claims, as applicable, if any.
- Bank details of pension account along with self attested photocopy of the first page of Pass-book -
 1. Bank
 2. Branch
 3. Account no.
 4. MICR no.
 5. Name(s) of joint-holders i.e. with spouse, if any.

FUNCTION OF THE SERVICE RECORDS & ACCOUNTS CELL

Upon receipt the above, the **Service Records & Accounts Cell** will take the following actions :-

CHECKING:

- Entries of Service Book.
- Pension Form -1, Annexure - VI & VIII along with other enclosures.
- Relevant reports i.e. D. P, KMC Quarter etc., issued by the functional department.

ACTION:

- Generate a unique case no.
- Seek accounts of provisional payments from respective cells i.e. Provident Fund Cell, Group Insurance Cell, Pension Cell etc.[Annexure - III]
- Prepare an account for leave salary on the basis of the leave balance already certified by the functional department.

OBTAINING:

- Statement of provisional payments of Provident Fund, Group Insurance, Leave Salary & Pension with Gratuity.

ISSUE:

- A combined statement of advices in triplicate (one copy for the incumbent, one copy for the Establishment Section and the last one to be attached with P. file as Office copy) [Annexure - IV].
- Statement of relevant information from Service Book, to be sent to the functional department, 30 days in advance.
- Keep records of all proceedings in a separate jacket / file.

FINAL ACTION TO BE TAKEN ON THE DATE OF RETIREMENT

FUNCTIONAL DEPARTMENT S PART:

Department concern will issue a report, in prescribed format, on the final day covering the following points which should be endorsed by the H. O. D & Controlling Officer & vetted by the concerned I. F. U [**Annexure -I**]

- Leave balance
- Pending D. P status, if any.
- Whether any D. P. was framed during the period started from the date of sending of retirement file to the S. R. & A. C? Details, if so.
- Status of occupancy of KMC quarter (to be issued by concerned Borough Executive Engineer), if not surrendered before sending the retirement file to the S. R. & A. C, where applicable.
- Whether any advance in either official or personal capacity was sanctioned after sending the retirement file to the S. R. & A. C. If so, details of adjustment.
- Whether any adjustment or payment for excess or short drawn respectively is required to make?
- Provident Fund subscription / advance / withdrawal report.
- KMC claim for damaging of Tools & Plants, if any.

Along with the said report a 'Drawn & Admissible' statement from the date of sending of retirement file to the S. R. & A. C being verified by the concerned I.F.U to be forwarded to the S. R. & A. C.

SERVICE RECORDS & ACCOUNTS CELL'S PART:

- Upon receipt the above, the proposed Cell will check the latest issue of 'Drawn & Admissible' statement, zero the chances of any excess payment and release all Post-dated cheques to the retired employee as provisional payments.
- Attach acknowledgement of payments with the Personal file and relevant case file.
- Issue a report of the said payment to the concerned department.
- After having satisfactory report from the departments, on behalf of whom the S. R. & A. C has made due payments to the concerned individual, necessary statements will be recorded in the Service Book to this effect that all payments made as per dues.
- The Service Book & Personal file will be returned to the functional Department.

All controlling Officers, Heads of Departments/ Directorates /Offices, Borough Executive Engineers are requested to note it for their guidance and advise their offices accordingly for compliance.

Sd/-
Municipal Commissioner

ANNEXURE-I

Final Report for Releasing Pensionary Benefits

(To be issued on the date of retirement)

Issuing authority:.....

Considering the following reports, pensionary benefits of Shri / Smt

..... (E. Id. No), who was

working under Department
as, may be released, if deem fit & proper.

A statement of Drawn & Admissible for months i.e. from to the date
of retirement duly verified by the concerned I. F. U is enclosed here with for consideration.

Service Report:

The incumbent has rendered continuous & satisfactory service throughout his/her service life i.e.
from to except the period as spent under suspension /
ordered by the KMC authority to be treated as break of service / as mentioned here under [strike out
the inapplicable statements)] -

Last Pay Report:

The incumbent had been drawing salary @Rs p.m. in the Pay Band

of Rs & Grade Pay of Rs w.e.f. -

[Please mention if any promotion / advancement had been extended to the incumbent after sending
his / her retirement file to the S. R. & A. C (with fixation of pay in details)]

Leave Report:

..... days 'Earned Leave' are lying at the credit of the above named on the
date of his / her retirement.

.....
(Signature of the C.O/H.O.D with seal)

The above reports have been found correct

.....
(Signature of the concerned I.F.U with seal)

Report of Disciplinary Proceedings :

No D. P. case has ever been initiated against the above named employee.

Or

No D. P. case is pending against the incumbent on the date of issue of this certificate.

Outcome of D. P has already been communicated to the S. R. & A. C by the report of this
Department dated OR As the outcome of D. P was communicated to this department after
sending the retirement file to the S.R.& A.C , therefore the same is recorded here under for
consideration (Strike out the inappropriate statement) -

Or

The above named employee is under suspension vide Memc no

Occupying Report of KMC Quarter:

No quarter has ever been allotted to the above named employee.

Or

The above named incumbent has already surrendered the KMC quarter that was allotted to him.

Or

The above named incumbent has not surrendered the allotted KMC quarter yet.

Report relates to Advance (S) (granted either in Personal or Official capacity):

According to the report of the office / Cell / Department dated no advance is lying unadjusted against the above named incumbent.

Or

The following advance (s) is / are lying unadjusted against the above named employee -

Sl. No.	Amount taken as advance	Advance taken under capacity (Personal / Official)	Unadjustment amount

.....
(Signature of the C.O/H.O.D with Seal)

The above reports have been found correct

.....
(Signature of the concerned I.F.U with Seal)

Report relates to KMC PF subscription / advance/ withdrawal:

Certified deduction of subscription of Rs. p.m. from monthly salary for the period from to

No withdrawal from Provident Fund has been taken by the incumbent after sending the retirement file to the S. R. & A. C and no KMC advance is lying unadjusted.

Or

A withdrawal of Rs (In words)
has been taken after sending the retirement file to the S. R. & A. C.

Recovery of advance has duly been completed in / has not been completed yet (strike out the inappropriate one). Recovery details as follows -

Sl. No.	Amount of recoverable advance	Rate of deduction	Recovery started	Recovery ended

KMC claims for tools & plants :

No KMC claim for tools & plants is found against the above named.

Or

KMC claim for tools & plants, amounting to Rs (In words
.....), is due which may be adjusted from the pensionary benefits of the above named employee.

.....
(Signature of the C.O/H.O.D with seal)

The above reports have been found correct

.....
(Signature of the concerned I.F.U with seal)

ANNEXURE-II

Letter of Authority

I do hereby authorize the appropriate authority of the KMC to deduct the required amount against the KMC claim as raised against me / the excess payment that was made in my favour during my service period from my retirement benefit.

.....
(Signature of the concerned employee)

E. Id. No. :
Designation :
Department :

Countersigned

.....
(Signature of the Controlling Officer / H. O. D with seal)

Annexure - III

Re : Proposal for issuing of Advice of provisional payment for G. I

Municipal Accountant
Group Insurance Cell

Please note that Shri / Smt
(Emp.Id.No)
of Department will retire from the K. M. C
service on superannuation w. e. f.

Manager

Provident Fund Cell

Please note that Shri / Smt
(Emp. Id. No. & G. P. F. a/c. no),
..... of
Department will retire from the K. M. C service on superannuation w. e. f.

The functional department has furnished a comprehensive report on the Contribution towards G. P. F made by the incumbent through departmental salary bill up to The functional department has also enclosed the 'Statement of Refund of P. F which is attached here with for your consideration.

Relevant information relates to the above, is furnished below -

1. Pay drawn & admissible statement
2. Statement (s) relating to Suspension, D. P and Outcome of D. P.
3. Statement for refund of Provident Fund

Considering above & on the strength of the Circular no of 2011-12 dated an Advice of provisional payment may be issued in favour of Shri / Smt (G.P.F. a/c. no) of Department and forwarded to the S. R. & A. C at an early date.

The file along with relevant papers for adjustment of provisional payment will be sent after the actual date of superannuation of the incumbent.

This may kindly be treated as URGENT.

Enclo.

Dealing Officer / Assistant
S.R&A.C

Deputy Manager
SR&AC

Annexure – III

Manager

Pension Cell

Re : Proposal for issuing of Advice of provisional payment for Pension & Pensionary benefits.

Please note that Shri / Smt
(Emp. Id. No. & G. P. F. a/c. no),
(designation) of Department will retire from the K. M. C service on superannuation w. e. f.

The functional department has forwarded the personal file & Service Book of the above named duly verified by the concerned I. F. U to this department for settlement of pension & pensionary benefits.

All necessary papers as listed below have also been attached with the personal file, which are now forwarded to your office for taking onwards action.

1. Head -wise KMC claim (s), as applicable.
2. Bank details of Pension account along with self attested photocopy of 1st page of pass book.

Considering above & on the strength of the Circular no of 2011-12 dated an Advice of provisional payment for Pension & Pensionary benefits such as gratuity, Commutation value of pension etc. may be issued in favour of Shri / Smt (E. Id. no) of Department and forwarded to the S. R. & A. C at an early date.

The Personal file & Service Book along with relevant papers for adjustment of provisional payment will be sent after the actual date of superannuation of the incumbent.

This may kindly be treated as URGENT.

Encl.

Dealing Officer / Assistant
SR&AC

Deputy Manager
SR&AC

Annexure - IV

Re : Combined Advice of provisional payments of retirement benefits in favour of

Please refer to your note dated for settlement of retirement benefits in favour of

On the basis of the above, necessary actions have duly been taken from our end which ensured the following payments -

P.P.O No			
Sl. No.	Payments	Amount	Remarks
1.	Leave salary		On the basis of the last reported EL balance
2.	G. I. amount		
3.	Provident Fund		
4.	Commutated Value of Pension		
5.	Gratuity		
6.	Monthly pension after commutation		

Please make it possible for sending the final report, in prescribed format (attached here with), within 1.30 p.m. on the date of retirement of your staff so that this office get adequate time to accomplish back- office works for releasing said payments.

Please note that the release of payment (s) may be deferred due to any of the followings -

- Non receipt of Final Report, in prescribed format, being completed in all respect.
- Report (s) without due verification of the concerned I. F. U.
- Any objection for tools & plants being raised by the concerned office.
- In case of demise, suspension, non release of outcome of D. P, excess payment, non surrender of KMC quarter, reducing of last reported Basic Pay, non adjustment of KMC advance (s), any objection being raised by the KMC or any appropriate authority etc.

For favour of information,

Encl. Annexure -1 & II as mentioned above.

Deputy Manager
SR & AC

Communiqué No. 129 of 2011-2012 Date: 26.03.2012.

Sub : Deduction of one day's pay for contractual/ casual workers for absents from duties on 28th February 2012.

It has been found that on 28.02.2012 some workers engaged on casual/contract basis and/or working through various agencies/firms in this Corporation have remained absent.

All Controlling Officers/Head of the Departments may ensure deduction for non-performance of work for one day for such workers.

A report on action taken may be submitted to the undersigned on 31st March 2012.

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 54 of 2011-2012 Date: 22.02.2012.

Department of Disaster Management, Govt. of West Bengal, vide their Memo no. RL/409-FR/SF-02/12 dated 10.02.2012 has sanctioned an allotment of Rs. 1,64,62,080/- (Rupees one crore sixty four lakh sixty two thousand eighty only) for distribution of NGR in cash to 11,432 nos. of indigent people in entire KMC area.

The Target Groups for granting the NGR are as follows :

- a) Idiots and lunatics,
- b) Cripples,
- c) Blind persons,
- d) All persons who due to age or physical infirmity are incapable of earning their livelihood,
- e) All persons whose attendance on the sick or on infant children in their own house is absolutely necessary,
- f) Women of respectable birth who are debarred by their custom from appearing in public, but are in danger of starvation,
- g) Such other persons who cannot work and or cannot provided with work.

The scale is fixed at Rs. 120/- per beneficiary per month and one time cash assistance of Rs. 1440/- per beneficiary is to disbursed from the Borough offices. The existing beneficiaries who had earlier received the cash assistance should normally be included in the current list of GR beneficiaries and should continue to receive the GR for the year 2010-2011. **The revised targeted ward-wise quota for beneficiaries of Normal GR has been enclosed as per Annexure- I.**

The total no. of beneficiaries for all the wards is 11,432. Each beneficiary should not receive more than one unit of Normal GR (Rs. 1440/-). The ward wise list of beneficiaries for the year 2009-10 had already been approved by Hon'ble Mayor. In cases of occurrence of death or in cases where the economic condition of the beneficiary has improved, the beneficiaries' name be replaced by the eligible ones. Proper justification must be communicated to the dept. in cases of replacement of the existing beneficiary.

The entire list of beneficiaries identified by Borough Executive Engineers in consultation with the respective councilors should be kept in the Borough Offices. The ward-wise muster roll is to be prepared as per the beneficiaries list submitted by the councilors.

The Executive Engineers of all Boroughs shall arrange for taking Digital Photographs of all the recipients during distribution of cash, for record. Chief Manager (Social Sector) shall arrange for computing those photographs received from the Borough at the headquarter.

The copy of lists of NGR beneficiaries may be sent to the Social Sector Dept. after completion of disbursement. The list to be maintained as per following format :

(1) Name of ward (2) Name and address of beneficiary (3) Father's/ Husband's name (4) Age of beneficiary (5) Remarks (to mention the type of beneficiary as per target group).

All Borough Executive Engineers should furnish bills and draw advance for distribution of cash NGR as per the ward wise targeted quota according to Annexure – I enclosed. The disbursement must be completed by 29.02.2012.

Intimation is to be given to the beneficiaries before distribution of cash NGR. A copy of the programme fixing date of payment may be sent to the Joint Director (A&A) Dept. of Disaster Management, GoWB, 87A, S.N. Banerjee Road, Kolkata – 700 014 to enable the Department to depute Inspector concerned for rendering necessary assistance at the time of distribution of cash NGR. **The process of disbursement should be completed by February 2012. The undistributed amount, if any, is to be deposited with the KMC Treasure against B.I. Code 9540/990. Adjustment bills along with Muster rolls in duplicate should be furnished to the Dy. CMF – VI cell within a period of 45 days from the date of drawal of advance from Treasury after observing all normal formalities without fail.** Instructions given in F&A Dept's Office Order No. 1149 of 1999-2000 dt 14.03.2000 should be strictly followed in the matter of advance adjustment. The top sheet of the Muster Roll should contain the following information :

FORMAT OF TOP SHEET OF NORMAL G. R.									
Sl.	Ward No.	Page No.	Recd. Units	Recd. Amt. (Rs.)	No. of Disbursed Units	Disbursed Amount (Rs.)	No. of Un-disbursed Units	Un-disbursed Amt. (Rs.)	Amt. to be refunded (Rs.)
	1	2	3	4	5	6	3-5	4-6	4-6

This may be treated as most urgent.

(Annexure - 1 omitted)

Sd/-
(Arnab Roy)
Municipal Commissioner

Municipal Commissioner's Circular No. 60 of 2011-2012 Date: 13.03.2012.

In partial modification to the Circular issued vide no. 33 of 1998-99, dated 08.08.1998 (copy enclosed), it is hereby directed that before deposition of condemned Electrical/Mechanical articles/materials to Central Store as well as declaring those materials as condemned, concerned department should get the materials certified as unrepairable by the Controlling Officer of Entally Workshop.

Sd/-
(Arnab Roy)
Municipal Commissioner

OFFICE OF THE MUNICIPAL COMMISSIONER
THE CALCUTTA MUNICIPAL CORPORATION
5, S. N. Banerjee Road
Kolkata – 700 013.

Circular No. 33 of 1998-99 Date : 08.08.1998.

It has been observed that in case of disposal of condemned articles/materials there have often been objection/hindrances posed by local employees on the pretext or other. This has caused serious dislocation in the plan for disposal of condemned materials only examined and approved by the committee constituted for the purpose by the Municipal Commissioner. This has also posed challenge for increase of CMC revenue by such sale of long pending condemned materials through authorized agents and also for clearing of space in various CMC Stores or other office.

The following procedure is, therefore, circulated to all concerned for such disposal of condemned materials which should be strictly followed by all concerned. This will be in partial modification to the circular issued on 11.07.1997.

1. It will be the responsibility of the Condemnation Committee to inspect and identify all such stocks/ articles/ materials before declaring them as “condemned”. Once the committee has inspected and identified stacks of articles/materials as condemned and ready for disposal no further correspondence/objection/hindrances for disposal of such condemned articles/materials will be entertained from any quarter unless there is any specific instruction of the Municipal Commissioner in this behalf.
2. It will be the responsibility of the concerned HOD and Store Keeper of the stocks declared as condemned to keep such stocks separate from normal materials/articles used for day-to-day work with proper identification mark.
3. Such stocks declared as condemned are to be disposed of by issue of appropriate delivery order for disposal of such condemned materials as per proper tender procedure to be conducted by the Condemnation Committee. It will be the responsibility of the concerned HOD to deliver such condemned articles/materials to the selected party in accordance with the delivery order to be issued by the Condemnation Committee. However, the Condemnation Committee will select a delivery team consisting of officials not below the rank of Ex. Engr./Dy. Mngr. and not less than 3 (three) members who will be present at the time of each and every delivery of condemned materials/articles where delivery order has been issued as per proper procedure. All members of the said delivery committee will satisfy themselves regarding delivery of only those stocks of articles/materials inspected and identified by the Condemnation Committee as condemned and all the members of the delivery committee will also be required to sign the respective delivery committee will also be required to sign the respective delivery challans as a token of their verification of the stocks in question.
4. Once the delivery challan has been issued by the concerned HOD/officer duly authorized by him and has been duly signed by the members of the delivery committee token of their verification of the delivery so made no further dispute regarding such delivery will be entertained from any quarter or any employees or section of employees raising of further objection or to be reported against for appropriate action against such employees for causing hindrances of CMC work. It will be this responsibility of the concerned HOD to ensure proper delivery on the points mentioned above and to ensure that there is no delay or hindrances to such delivery of condemned materials/articles.
5. It will be the responsibility of the security in-charge at the main gate to check the concerned delivery challans and verify the signature of the issuing officer as also signature of the

delivery committee before allowing such delivery vehicles to go out of the CMC premises. This order will take immediate effect.

Sd/-
(Asim Barman)
Municipal Commissioner

Municipal Commissioner's Circular No. 49 of 2011-2012 Date: 09.01.2012.

Sub : Floating of Tender through Poura Tender Barta / Newspaper Notification

As per Municipal Commissioner's Circular No. 32 of 2007-08 dated 27.12.2007, the Chief Engineers/DGs / Controlling Officers of all departments are authorized to sanction, vet and execute works valued from Rs. 3,00,001/- (three lakhs one) only upto Rs. 5,00,000/- (Rupees Five Lakhs) only provided, inter alia, that the tender / quotation is published in the Poura Tender Barta in advance and wide circulation in all usual ways (including Notice Board display) is ensured. Again, as per Municipal Commissioner's Circular No. 33 of 2007-08 dated 27.12.2007, the Municipal Commissioner may sanction estimates upto Rs. 25 lakh provided, inter alia, that the tender is published in the Poura Tender Barta in advance and wide circulation in all usual ways (including newspaper publications, to be arranged by the I&PR department on requisition directly from the CME/DG/ Controlling Officer concerned) is made. Taken together, it may be inferred that notices inviting tender for works valued above Rs. 5 lakhs will have to be published in newspapers.

Prices have escalated appreciably since issue of the said two Circulars. Besides, the KMC Web Portal has become operative in the meantime. All PTB notifications are posted on the said Web Portal and are universally visible 24 x 7.

It is, therefore, notified hereby that, henceforth, notices inviting tender for works valued upto Rs. 15 lakhs will be published in the Poura Tender Barta and wide circulation in all usual ways (including posting on the KMC Web Portal and Notice Board display) will have to be ensured. News paper publication of the NITs will be made for only those works that are valued above Rs. 15 lakhs; this will be arranged by the I&PR Dept. on requisition directly from the CME / DG / Controlling Officer concerned.

Sd/-
(Arnab Roy)
Municipal Commissioner

OFFICE OF THE JOINT MUNICIPAL COMMISSIONER (G & D)

Ref. No. 190/JMC/Edn./2011-12 Date: 03.01.2012.

ORDER

1. All Head Teachers of KMCP Schools are hereby directed to prepare an inventory of discarded furniture and goods, lying within their respective school premises and submit the same to the Chief Manager (Education) by 10.01.2012.
2. Chief Manager (Education) shall, meanwhile, have interaction with the Controller of Stores & Purchase and arrange for removal of the same by 17.01.2012.
3. All the Head Teachers of each and every KMCP Schools shall make a habit of regular physical inspection of Mid-Day-Meal Kitchens being run in their schools. They will now submit a Compliance Report of fire-safety norms, on which they have been instructed at the recently held workshop at Star Theatre on 17.12.2011.

4. The KMC Primary School buildings were earlier provided with Fire Extinguishers by the Lighting Department of KMC. The effectiveness of these Extinguishers may also be inspected by the representative of Lighting Department, who will take appropriate corrective measures in this respect, to make the Extinguishers effective. A small hand-on training may also be imparted to the Teachers and others concerned who may handle them in emergencies.
5. The Head Masters of concerned school will also prepare a Map relating to the school and orient the student about the evacuation route and also display such Map in appropriate place wherefrom it could be noticed by all concerned including the Students in particular.
6. Action taken Reports sent by the Head Teachers of the Schools shall be complied, school-wise, by the Deputy Manager (Education) and furnish the same to the undersigned for further action.

Sd/-
(Sahidul Islam)
Jt. Municipal Commissioner

Office of the Joint Municipal Commissioner (D&G)

ORDER

Ref : Order of Hon'ble Justice Soumitra Pal in the matters of W.P. No. 1060 of 2011 (Kalyan Biswas – vs- KMC & Ors.) and 1061 of 2011 (Nilanjana Biswas Vs. KMC & Ors.).

Sri Kalyan Biswas, Petitioner filed a writ being W.P. No. 1060 of 2011 before the Hon'ble High Court at Calcutta with the prayer for conversion of the flat of the Petitioner being B-402, 4th Floor, 4 D.L. Khan Road, Kolkata – 700 025 from lease hold to a free hold one.

Likewise, Smt. Nilanjana Biswas, Petitioner filed a writ being W.P. No. 1061 of 2011 before the Hon'ble High Court at Calcutta with the prayer for conversion of the flat of the Petitioner being C-101, 1st Floor, 4 D.L. Khan Road, Kolkata – 700 025 from lease hold to a free hold one.

It is a fact that Sri Kalyan Biswas, s/o Late Kali Biswas of 188/37, Prince Anwar Shah Road, 2nd floor, Kolkata – 700 045, P.S. Lake, Dt. 24 Parganas (South) is holding a flat bearing no. B-402 as Lessee wherein Kolkata Municipal Corporation is the Lessor.

It is also a fact that Smt. Nilanjana Biswas, w/o Sri Kalyan Biswas, by occupation housewife residing at 188/37, Prince Anwar Shah road, 2nd floor, Kolkata – 700 045, P.S- Lake, Dt. 24 Parganas (South) is a Lessee in respect of flat no. B-402 wherein Kolkata Municipal Corporation is the Lessor.

The Hon'ble Court has disposed of the said writ petitions without entering into the merit of the case with a direction to the Municipal Commissioner or his delegate to pass a reasoned order after giving the Petitioners an opportunity of being heard and after verifying the records. The Municipal Commissioner, vide his order dated 16/01/12, had made the undersigned his delegate in the matter.

In compliance with the order of Hon'ble Court, the Petitioners were heard on 30/01/12 and on 08/02/12. The contents of both the cases being same and analogous, they were taken up together with the consent of both the Petitioners. Both the Petitioners have submitted identical representations which are made part of the proceeding.

The Petitioners have objected to mixed occupancy of the premises. However, the brochure of allotment itself had itself made known to the applicants of the incidence of mixed occupancy since the allotment of flats was made to three categories of people: (1) Individual applicant eligible for allotment of one flat (2) Company eligible for multiple allotments and (3) agency eligible for multiple allotments. Hence, the objection of mixed occupancy does not hold good.

Besides, Sahitya Akademi is a National Academy of letters. They prayed for allotment of flats for its office. Sri Sunil Gangopadhyay, renowned writer and poet, in his letter dated 27/03/09 as President of Sahitya Akademi emphatically stated that the requirement of Sahitya Akademi was for

office purpose where writers from other states would visit frequently. Allotment of flats to Sahitya Akademi has not been made for any commercial use. On the contrary, establishment of the office of Sahitya Akademi has upgraded the status of the location. Objection to such establishment cannot be considered a hindrance to ideal residential location.

Now, the question of allotment of two flats to Sri Kalyan Biswas and Smt. Nilanjana Biswas, husband and wife, cannot sustain the policy as envisaged in the said brochure of allotment. It was clearly declared in the brochure that an individual applicant would get only one flat. An individual means and includes a family. Hence, acquisition of two flats by Sri Biswas and Smt. Biswas from KMC has hit the principle of equity which a public body like KMC cannot ignore.

It is found that Sri Biswas and Smt. Biswas have found fault with KMC, so far as nature of allotment is concerned, only when they found an NRI buyer for the flats. Hence, it is evident that the intention for acquisition of the flats was not for residential purpose.

The prayer of the Petitioner for conversion of the flats from lease hold to free hold could not be entertained because two members of the same family are not eligible for allotment of flats in terms of the original brochure of allotment.

However, KMC may consider such conversion by affording an opportunity to the Petitioners to opt for retention of a single flat of their choice on due assessment of value and surrender of the other flat.

Sd/-
(Sahidul Islam)
Jt. M.C (D)
Delegate of the Municipal Commissioner

ASSESSMENT - COLLECTION DEPARTMENT

Chief Manager (Revenue)'s Office Order No. 15 of 2011-12 Date: 29.02.2012

Sub : Introduction of One-Visit Mutation Counter.

In terms of the Resolution of the Mayor-in-Council vide Item No. M 29.19 dated 25.02.2012 and pursuant to Circular No. 57 of 2011-12 dated 29.12.2012 of Mpl. Commissioner, the following internal decisions have been taken to run the **One-Visit Mutation Counter** properly.

- a) As discussed and decided, "**One-Visit Mutation Counter**" will be opened at the Ground floor of CMO Buildings for 1 to 90 wards (excepting ward nos. 66,67 & 89)
- b) Only 30 applications will be received and checked every day. If found correct, then that application will be received at the counter designated for this purpose.
- c) The checking of applications will be done by the 02 (two) Asst. Assessor –Collectors for the present one from Assessor-Collector (South) Dept. and the other from Assessor-Collector (North) Dept.
- d) The time for checking and receiving of applications will be on working **Mondays to Fridays** from **11.00 a.m to 2.30 p.m.** and from **11.00 a.m. to 12.30 p.m.** on working **Saturdays.**
- e) After receipt of the application(s), applicant will be given a specific date and on that date, he/she will collect the approval slip and subsequently mutation certificate on payment of scheduled fees.
- f) If the applicant has to visit the office, for obtaining approval slip on more than one occasion without adequate reason, responsibility will be fixed up as per the decision of appropriate authority mentioned both in MIC Resolution as well as Circular of Mpl. Commissioner.
- g) The Asst. Assessor-Collectors as shown below are requested to attend the counter at **11.00 a.m. sharp** on the days mentioned against their names as per schedule below :

Schedule	Name of Asst. Assessor-Collector (North)	Name of Asst. Assessor-Collector (South)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

- h) Dy. Assessor-Collector(North) will look after the mutation files of wards nos. **01 to 51** and Dy. Assessor-Collector (South) will look after the files of ward nos. **52 to 90** (excepting ward nos. 66,67 & 89). In absence of one Dy. Assessor-Collector, any other Dy. Assessor-Collector as may be delegated by Dy. Assessor-Collector (South)/(North) will look after the works of the counter.
- i) So far as Unit Offices are concerned, respective Assessor-Collectors will do the needful in order to issue some internal office order in tune with this instant office order for smooth and effective functioning of One-Visit Mutation Counter(s).

Sd/-
(Bhaskar Ghosh)
Chief Manager (Revenue)

Chief Manager (Revenue)'s Office Order No. 16 of 2011-12 Date: 17.03.2012

Sub : To send photocopies of documents/papers relating to RTI only after due authentication/attestation by the Asst. Assessor-Collectors concerned under their hand & seal with the Rubber Stamp inscribed on such papers/documents as for RTI use only.

With reference to the above, this is to state that, of late, it has been found that the required documents/papers as are being attached by the offices of respective Assessor-Collectors along with replies to RTI applications, do not bear either any authentication and /or attestation of the official(s) concerned of the Division/Ward, leading to non-acceptance of such documents/papers by the applicants concerned.

Hence, it is hereby enjoined upon all concerned that at the time of enclosing photocopies of papers/documents relating to the above subject, necessary authentication/attestation by the Asst. Assessor- Collectors concerned under their hand & seal with the rubber stamp inscribed on such papers/ documents as For RTI Use Only has been made mandatory.

Sd/-
(Bhaskar Ghosh)
Chief Manager (Revenue)

BUILDING DEPARTMENT

OFFICE CIRCULAR NO. 1 OF 2011-12 DATE: 13.04. 2011

In recent past, it has been noticed that the building activities, after the sanction of the building plans, are being carried out without keeping proper documentation, as required under rule 23(1) & (2) of KMC Building Rules, 2009.

It is hereby informed to all concerned that, henceforth, all building construction site should be equipped with site copies of one set of building plan (Preferably Scanned Copy) to -be kept at site, complying rule 23(1) along with other documents, as prescribed in the said rule.

In case of buildings, where such compliance is not found departmental staff shall issue 'Stop Work' Notice with immediate effect, unless such requisitions are complied with.

All Boroughs are hereby requested to check the building construction site sanctioned under Section 393, 394, 3(2)(k) and 3(2)(1) or any permission granted under Section 410 of the KMC Act, 1980 where the construction work are in progress and take action accordingly after giving each individual case at least a weeks time for compliance.

This has been issued as per instruction of the Municipal Commissioner and shall be followed strictly with immediate effect.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO. 2 OF 2011-12 DATE: 13.04.2011

It is notified in general for all concerned that as per provision of Section 399 of KMC Act, 1980 the validity period of any building plan shall be initially for a period of 5 (Five) years with a Renewal Term of 5 (five) years after the expiry of the initial term of such plan.

It has been noticed that several applications are coming for revalidation of plans which were sanctioned before 1990. It is further clarified that any building plan which was already lapsed after the expiry of 10(ten) years, usually shall not be revalidated after expiry of its original tenure and renewal period, as mentioned here-in-above.

However, it is further clarified for all concerned that any building plan which was sanctioned prior to commencement of Building Rules, 1990, shall not be 'Revalidated' under any circumstances. This has already been clarified in the Circular issued by Municipal Commissioner under the heading "Delegation of Power" earlier.

All Ex. Engineer and other departmental staffs are hereby requested not to accept any such revalidation proposal and forward it to the Higher Authority which is sanctioned before the year 1990 henceforth.

In case of any pending application for such 'Revalidation' plan before 1990 the same may be rejected and the applicant may be informed accordingly.

This Circular is issued as per direction of Municipal Commissioner and should be strictly followed with immediate effect.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO. 14 OF 2011-12 DATE: 29.07.2011

This is circulated for general guidelines for all concerned while dealing plan cases. The following guidelines to be followed in dealing the cases related to the sanction of Building Plan :

1. In view of the increasing heights of proposed buildings in the Kolkata Municipal Corporation area and the present limitations in the reach of fire ladders available with W.B.F. & F.S., some measures are recommended to facilitate easier evacuation of occupants in case of fire and other hazards. It is proposed to permit projected terraces of not more than 2.0 M depth from the living rooms of apartments in residential buildings (height more than 50 M) may be allowed starting from above 24.0 M height. The terraces can be proposed every three floors above one another. The total area of such terraces in a building shall not exceed 3% (three percent) of the total floor area of the building excluding car parking area. The area of these terraces shall not be considered while computing the F.A.R Such

terraces shall not be covered by any structure in between the floors or shall not be enclosed by any other structure except railing or parapet wall of 1.5 Mtr. Height on its three open sides.

Any construction and attempt to cover these areas shall be demolished forthwith without any opportunity to be heard in future before or after issuance of the "Completion Certificate" of the buildings.

2. In respect of proposals under rule 142 of Bldg. Rules 2009 since there is no guideline for restriction of height, the committee, in continuation with previous MBC Resolution, proposal for the permissible height of buildings against road width as follows :-

Road width upto 3.5 mtr. - Permissible height 12.50 Mt.

Road width above 3.5 mtr. up to 6.0 M. - Permissible Height 15.5 Mt.

Road width above 6.0 upto 9.0 mtr. - Permissible height 20.00 Mt.

For road width greater than 9.0 mtr, provisions of Building Rule 2009 will apply.

This general guidelines is issued duly approved by Municipal Building Committee vide their Resolution dated 16.06.2011 under Item No. Out 02/11-12 duly been modified and approved by Municipal Commissioner and Hon'ble Mayor.

All concerned are requested to follow the guidelines as stated here-in-above in strict compliance henceforth.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO. 24 OF 2011-2012 DATE: 24.01.2012

Re : Observation of Survey and K.I.T. in respect to the building plan for addition/alteration under Section 394 of the K.M.C. Act, 1980 for vertical extensions only.

As per procedure followed K.I.T. and Survey observations under Ward No.1 to 100 usually required for sanction of a building plan within the jurisdiction of Kolkata Municipal Corporation.

However, it appears that in case of vertical extension where there is already a sanctioned plan in existence and once a Survey and K.I.T. observation has already been taken by the application on earlier occasion, further taking the same may not be insisted again.

In order to rationalise this practice and to remove hardship, it has been decided that, henceforth, no K.I.T. and Survey Observation is required in case of a building plan proposal where only vertical extension is proposed. However, if there is any addition/alteration of the building horizontally is proposed, more specifically towards abutting Means of Access, such Observations are required afresh.

However, department may consider the earlier sanctioned plan in determining the abutting width of road (Means of Access).

This Circular has been issued with the approval of Hon'ble Mayor and should be followed henceforth with strict compliance.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO. 25 OF 2011-2012 DATE: 03.02.2012

As per provision of rule 26 of Bldg. Rules, 1990 and 27 of Bldg. Rules, 2009 there is a provision for issuance of partial occupancy certificate of any premises which are partially completed and sometimes applied for partial occupancy certificate by the applicant after fulfilling all the requisitions.

In some cases it has also been found that block-wise occupancy certificate is applied for by submitting "Completion Plan" of the blocks which are completed (in case of large condominium comprising of different blocks). It has been learnt that the departmental practice is to give only a

partial completion certificate to such case without any plan. In order to clarify this issue, it should be circulated for all concerned, that any partial occupancy certificate, issued henceforth, shall also be accompanied with a drawing of partial completion up to the level of which the building is completed and fit to be occupied, as declare by the applicant, duly countersigned by his technical personnel.

All such plans in case of single building, shall specifically mention that the portion which has been completed and for which the "Occupancy Certificate" is sought for. Thereafter evaluating such documents, the department shall give the completion certificate partially in case of single building or block-wise. In case of blocks of buildings, all such information has to be given in the plan for all buildings or part thereof which is completed or yet to be completed.

The necessary time framed for completion of the balance job shall also vary, depending upon the nature of the work left to be completed in the said project. All such "Partial Occupancy" certificate shall specifically give a time frame for completion of the balance portion of the project after examining the same by the department the reasonable time required to complete such project.

However, the balance time period shall never exceed the validity period of the "Building Permit", granted at the first instance. In a nutshell, henceforth, all partial completion certificates should be accompanied with a plan stating the status of the completed building and the in-complete portion specifically mentioning the status of each building or buildings. All the conditions, laid down as per Rule 29 of K.M.C. Bldg. Rules, 2009 for Issuance of Completion Certificate has to be followed strictly.

All the departmental officials are required to follow this instruction with immediate effect.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO 26 OF 2011-2012 Date: 09.02.2012

Re : Requirement of special development permission for plots on either' side of E.M.Bye Pass up to 500 M, from its center line.

It is circulated for all concerned that since there is no provision in the current building rules of 2009 for taking any observation from K.M.D,A, on the building plan proposals submitted on either side of E',M. Bye-Pass up to 500 mtr. from its center line, hence as decided by the Authority that henceforth, no plan should be sent to K.M.D.A. for observation 'on such plots located within that Zone.

However, an undertaking from the applicant, while issuing the building permit have to be given that any change of use in contravention of the Land Use & Development Control Plan and any charges levied thereto for change of land use in contravention of the said Act, Shall be brought to the notice of the KMDA Authority. It may be summarized that Corporation Authority shall only give the "Building Permit" with a-condition that any further change of land use, as may be prescribed by the KMDA and necessary charges, as may be deemed fit under the provision of. LUDCP and its guidelines are to be paid to the Planning Authority (KMDA) before Completion Plan of the said building. is submitted. This undertaking shall be binding upon successor and legal heirs of the applicant under whose favour such "Permit" is issued.

Sd/-
Director General (Building)

OFFICE CIRCULAR NO. 27 OF 2011-2012 DATE: 13.02.2012

In continuation of the Office Circular No_26 of 2011-12 dt. 9th February, 2012, it is hereby circulated for all concerned that the Undertaking, from the applicant of any plan sanctioned related to the plots falling on either side up to 500 Mtr. from the Center Line of E.M_ Bye Pass, should be obtained in the Prescribed Format as circulated hereunder.

This Undertaking has to be obtained and a copy of which duly signed by the Lawful owner of the said premises having the Right of Erection, should be pasted at the back of the Building Permit issued henceforth as a “Special Condition”.

“UNDERTAKING”

To be submitted on a Rs. 50/- Stamp Paper

I / We Sri / Smt. _____ Son / Daughter / Wife of
Sr i /Smt. _____ aged about _____ years, being the Lawful
Owner/Lessee/CA of Premises No. _____ having the Right for Erection of the building at
the above Premises under to comply the following requisitions :-

1. That I/We had submitted a Building Plan Proposal and obtained a Building Permit vide B.S. Plan No. _____ dt. _____ at the above mentioned premises by the Appropriate Authority of Kolkata Municipal Corporation.
2. That I/We shall follow all the necessary guidelines of the Land Use & Development Control Plan as per Town & Country Planning Act of 1979, framed therein from time to time while constructing the building.
3. That I/We shall take the necessary permission if any change of use is made in contravention of the said Act or Rules framed there under and shall take necessary permission from the Planning Authority (K.M.D.A) before completion of the building_ I/We further hereby undertake that I/We shall be liable to pay any charges raised for such change of use under the said LUDCP Act and Rules framed there under if levied upon me/us by the said authority (KMDA).
4. That all the above conditions shall be binding upon me/us or my successors/legal heirs as the owner of the said property.

Witness (with Name & Address)

Signature of the Applicant

- 1.
- 2.

This may be treated in continuation of the Circular No. 26 in dealing the plan case/cases while issuing building permit and should be strictly followed.

Sd/-

Director General (Building)

OFFICE ORDER NO: 6 OF 2011-12 DATE: 16.06.2011

- The MBC Agenda for Plan Proposals u/s 394 and u/r 142 should be prepared as per the enclosed formats with immediate effect.
- For the above-mentioned cases, the MBC agenda printout from the Plan Scrutiny software should not be submitted for placing before MBC.
- For the above-mentioned cases, the Plan Scrutiny software should be used for Acceptance, Demand Generation and Sanction Register.
- For Plan Proposal u/s 393, there shall be no change in procedure.
- The softcopy of the prescribed format will be made available in the computers at borough offices.

Sd/-

Director General (Building)

OFFICE ORDER NO 15 OF 2011-2012 Date: 16.08.2011

For smooth functioning of the day to day works of the department all the draftsman posted under the Building Department shall discharge their duties relating to calculation of fees and charges as per provision laid down in the K.M.C. Budget Schedule under Section 393, 394, 399, 400(1), 410, 416, etc. of the K.M.C. Act, 1980 and Rule 3(2)(e) of Bldg. Rules, 2009 as and when entrusted to them.

However, the concerned S.A.E. of a particular ward is allowed to continue the same functions as per the standing practice and procedure followed for calculation of the fees as described here-in-above.

The above Office Order should take immediate effect.

Sd/-
Director General (Building)

OFFICE ORDER NO 19 OF 2011-2012 Date: 12.09.2011

- (1) It is circulated for all concerned that for any internal staircase within the flat in case of Duplex/Triplex Unit, should not be eliminated while calculating FAR. It is applicable for the other staircases and lift lobby for the common use since this internal staircase has been created within the flat for their individual use and not serving for a common purpose of the other occupants of the building.

This order should be followed strictly in case of plan cases which have been processed and cleared by the Municipal Building Committee and should be rechecked while calculating FAR to comply with this requisition.

- (2) It is also circulated for all concerned that no plan cases should be processed for final approval and issuance of Building Permit / Issuance of Completion Certificate without checking the Current Paid-up Tax Bill of the Current Financial Year. To clarify that any plan submitted for preliminary issuance of building permit and completion plan for issuance of occupancy certificate, the "No Outstanding Dues" has to be submitted from the Assessment Department before issuance of such permission.

This order should take immediate effect and shall be followed strictly.

Sd/-
Director General (Building)

OFFICE ORDER NO 23 OF 2011-2012 DATE: 12.12.2011

This is for information of all concerned that any building plan, which is now accepted or processed for construction of any hospital, Nursing home (any sort of health care unit) wholly or partially, housed within the proposal, shall not be processed for sanction until and unless the same being scrutinized by the office of the undersigned. These include also the plan cases where demand was raised and demand has already been accepted before delivery of the plan even after the recommendation of the Municipal Building Committee.

All the Ex. Engineers of all boroughs are hereby requested to take action to stop such plan cases immediately and report the same to the undersigned accordingly.

The building plans, which were sanctioned in recent past for any hospital and other health care units in the last Calendar year- within 2010-2011, shall also be enlisted and the report may be sent to the office of the undersigned with immediate effect.

This order has been issued for strict compliance of all concerned.

Sd/-
Director General (Building)

OFFICE ORDER NO. 25 OF 2011-12 DATE: 31.12.2011

In terms of the G.O. vide Order No. 425 (130)/MA/O/C-4/3C-2/2011 dated Kolkata, the 29th day of December, 2011 issued by the Joint Secretary of Department of Municipal Affairs, Government of West Bengal, Writers' Building, Kolkata, all concerned under K.M.C. should follow the Directive given specially in paragraph 12 of the said G.O. while considering any pending cases for regularization to be heard by the appropriate authority delegated by Municipal Commissioner on his behalf.

To clarify the above, it is circulated that any Deviation Case related to Nursing Homes and Hospitals should not be allowed to stand on payment of Fees and Charges beyond the sanction or sanctionable limit within the frame of Act and By laws.

All the Hearing Authorities are also requested to take a special note while considering these cases, pending before them to follow the said Order in strict compliance.

A copy of the said G.O. along with this Order is enclosed for ready reference of all concerned. This Order has to be followed strictly with immediate effect.

Sd/-
Director General (Building)

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS, KOLKATA

No. 425 (130)/MA/O/C-4/3C-2/2011 Dated, Kolkata, the 29th day of December, 2011.

From : The Joint Secretary
to the Government of West Bengal

To : (1) The Chairman, _____ Municipality,
P.O. _____, Dist. _____,
(2) The Municipal Commissioner/ Commissioner,
_____Municipal Corporation,
P.O. _____, Dist. _____.

Sub : Review of the Hospitals and Nursing Homes in regard to the measures taken for fire prevention and fire safety and corrective measures in any deviation to sanctioned plan.

Sir/ Madam,

The Disaster Management Department has communicated, vide their No. 248/SDM/2011 dated the 16th December, 2011, the minutes of the meeting chaired by the Chief Secretary to the Government of West Bengal on the 15th December, 2011 regarding fire safety measures to be taken in, inter-alia, hospitals and commercial halls etc.

Some relevant excerpts of the minutes signed by the Chief Secretary to the Government of West Bengal in the context of city of Kolkata are quoted below :

“12. Commissioner, Kolkata Municipal Corporation henceforth would not allow regularization of any obvious legal transgression through payment of so called regularizing penalty in the context of original and lawful building plans of hospitals and nursing homes.

13. Commissioner, Kolkata Municipal Corporation would also inform public regarding unsafe ceremonial houses and take appropriate measures.”

I am directed to inform and advise you that the decision taken by the Chief Secretary and the State Government along the lines mentioned above will have to be rigorously applied in the case of all other Municipal Corporations, Municipalities and Notified Area Authorities.

Yours faithfully,

Sd/-
Joint Secretary

OFFICE ORDER NO. 26 OF 2011-2012 DATE: 02.01.2012

It has been found for quite sometime that the Police Intimation Slip, sent along with a Notice Case, was now become somehow not as per the provision of the System followed by the Kolkata Municipal Corporation in recent past. Hence it needs modification.

Accordingly, a Police Intimation Slip, which is usually served along with Notice under Section 40 I (I) of the K.M.C. Act, 1980 should be given only in the prescribed format, as being circulated along with this office order.

All the concerned Ex. Engineers of different Boroughs are requested to get the copies of the format, as circulated herewith to be distributed to all concerned departmental officials, who are in the process of serving such notices henceforth.

This order has to be complied strictly with immediate effect.

Sd/-
Director General (Building)

Office of the Executive Engineer (Building)
THE KOLKATA MUNICIPAL CORPORATION

Borough No. _____

Address: _____

To

The Officer-in-Charge

_____ P.S.

Kolkata Police.

Re : Unauthorized Construction at Premises No. _____

_____ Ward No. _____ Borough No. _____

With reference to the above this is to inform you that the Notice U/S401(1) of the K.M.C. Act 1980, since served on the Person/s Responsible at Premises No.

You are, therefore, requested to follow up action, in the prevention of the Unauthorized Construction of the above premises including keeping strict vigil over the Person/s Responsible and his men and machinery, engaged for doing such Unlawful Work.

This is to in pursuance of the decision taken by the appropriate authorities and the Order passed by Commissioner (Kolkata Police) vide No. 440 dated 26.12.2011.

The following information are given below for your perusal :-

- 1) No. & date of Notice. :
of the K.M.C. Act, 1980

- 2) If there is a Sanctioned Plan :
In respect of the above premises
but the construction area in deviation
from the said Sanctioned Plan
(mention Plan No. with date of
sanction & validity, if any)
- 3) The construction are without sanction :
- 4) Whether there is order of any Court :
of Law refraining any authorities to
take such action
- 5) Brief Description of the unauthorized :
Construction

Yours faithfully,

Signature with Designation

OFFICE ORDER NO 28 OF 2011-2012 DATE: 06.01.2012

It is circulated for all concerned Architects/E.S.E.s/L.B.S.s that any building plan/project, which has been supervised at different capacity in on going constructions, permitted by this Authority by issuing "Building Permit", that any deviation found which are not, otherwise, permissible i.e. beyond the sanctionable limit and violates irrelaxable building rules, shall be treated as an "Unauthorized Construction" and shall be dealt stringently in accordance with Law.

It is circulated to all these Supervising Personnel, as mentioned here-in-above, to inform the Corporation Authority with immediate effect during the progress of construction of the building or buildings or structures thereto which have been carried out illegally beyond the sanctioned limit, failing which the "Penal Action" shall be taken as per "Law".

It is circulated for all concerned that any Supervising Architect/L.B.S./E.S.E., withdrawing from the job in case of an on-going construction, shall intimate this department with immediate effect with a written letter, stating tile reasons why he or she intends to withdraw his/her supervision. If any unauthorized construction found, which is constructed much prior to their resignation from the project, shall be treated as "Dereliction of Duty" of the concerned Architect/E.S.E./L.B.S. and action would be taken as per "Law".

This Office Order has been issued with the approval of the Authority and should be followed strictly with immediate effect.

Sd/-

Director General (Building)

OFFICE ORDER NO 29 OF 2011-2012 DATE: 06.01.2012

It has been noticed in recent past that a number of illegal constructions have cropped up in the City either without sanction or deviation from the sanctioned plan. Ex. Engineer are hereby directed to keep strict vigil to identify such illegal construction and take immediate action as per Law including intimation to local P.S. and Police H.Q. as this case may be (in case of Round the Clock Police

Posting). No stone should be left unturned while taking such action as per K.M.C. Act and procedure followed in tackling such unauthorized construction.

It is also hereby directed to check the building whether it has been constructed as per approved plan or not in case of on going construction and also take stringent action against any deviation beyond sanction/sanctionable limit which is, otherwise, not permissible in accordance with rule (Rule 25 or 26 as the case may be). They shall immediately instruct the concerned P/R and Architect/ L.B.S., supervising such work to remove such deviated portion with immediate effect, failing of which stringent action against such premises should be taken as per "Law".

This Office Order is issued under the instruction of Authority and should be followed with immediate effect in a "Meaningful Manner."

Sd/-
Director General (Building)

OFFICE ORDER NO. 33 OF 2011-12 DATE: 15.02.2012

The Department of Environment, Government of West Bengal, Kolkata had already issued a 'DirectorV to the State Municipal Affairs Department including all Urban and Local Bodies for taking necessary steps to take proper measures by using certain 'Guidelines' during the construction of any project to make it 'less hazardous' from the Pollution point of view.

This is binding upon all the Municipal Corporations, Municipalities and other Local Bodies within the state.

Any construction activity within the jurisdiction of K.M.C. has to comply with such Order duly passed by the tfepartment of Environment, Government of West Bengal. Hence, it is circulated for all concerned that all the projects specially the large projects having more than 500 Sq.M in case of any sort bf Development whether 'Commercial' or 'Residential', should follow the Guidelines under the direction published by the Department of Environment vide Direction No. EN/3170/T-IV- 7/001/2009 dated 10th December, 2009, a copy of which is circulated along with this Office Order for information to all concerned.

However, in terms of the Direction passed by the Authority, all the Building Projects, henceforth, which will be issued with the Building Permit shall have to comply with the requisition as per 'Direction' enclosed herewith issued by Department of Environment, as applicable for such project during the course of construction to make this environment 'pollution-free' as far as applicable. A necessary 'Undertaking' on a Non-Judicial Stamp Paper has to be submitted before formal delivery of the 'Plan' / 'Permit'.

This Office Order shall be applicable from 1st March, 2012 and shall have to be strictly complied with.

Sd/-
Director General (Building)

All communication to State Board should be addressed with Number, Date and Subject

West Bengal Pollution Control Board
Paribesh Bhawan, 10A, Block-LA, Sector-III
Salt Lake City, Kolkata – 700 098
Ph: (033)2335-8212, Fax : (033)2335-8073
Website: www.wbpob.gov.in

Memo No. 2768/48L/WPB/2003

Dated: 02/01/2012

To
The Commissioner, Kolkata Municipal Corporation
5.S.N. Banerjee Road,
Kolkata - 700013

Sir,

The Department of Environment, Government of West Bengal has already issued a direction vide memo no. EN/3170/T-IV-7/001/2009 dated 10-12-2009 for controlling air pollution generated due to construction activity. In the said direction Municipalities, local authorities and all other Concerned Government Departments within the State of West Bengal were directed to take immediate steps to implement the norms as mentioned therein to be strictly followed by the developers, contractors or any other infrastructure developers. Said direction was duly forwarded to the Principal Secretary, Govt. of W.B, Urban Development Department, Secretary Govt. of W.B.. Municipal Affairs Department and also to the Commissioners of each Corporation and also the Executive Officer of each Municipal within the State of West Bengal.

For proper implementation of the aforementioned direction you are requested to obtain an undertaking from the project proponents in respect of construction activity that they would abide by the directions of the Department of Environment, Government of West Bengal issued vide memo no. EN/3170/T-IV-7/001/2009 dated 10-12-2009. Such undertaking must be collected at the phase of sanction of any construction plan. Copy of the said direction of the Dept. of Environment, Govt. of W.B. is enclosed herewith as ready reference.

Yours faithfully,

Sd/-
Member Secretary
West Bengal Pollution Control Board

Enclo.: As stated above

Department of Environment
Government of West Bengal
Writers' Buildings, "G" Block, (2nd. Floor),
Kolkata-700 001

EN/3170/T-IV-7/001/2009

Dated: December, 10th 2009

D I R E C T I O N

WHEREAS, Department of Environment, Govt. of West Bengal is entrusted to look after the execution of the different environmental laws within the territorial jurisdiction, of West Bengal and also responsible for maintaining pollution-free environment and also responsible for restraining different environment hazardous activities which are; causing serious impact on human beings, other living creatures, plant, micro-organism, property or the environment;

AND WHEREAS, Department of Environment has already, taken different-steps for controlling air pollution in the atmosphere generated from the different sources i.e. industrial source, vehicular source and burning of bio- mass;

AND WHEREAS, Department of Environment in exercising the power conferred under section 19 of the Air (Prevention & Control of Pollution) Act, 1981, has already declared entire West Bengal as 'Air Pollution Control Area';

AND WHEREAS, West Bengal Pollution Control Board conducted a study, with the help of the-Asian Development Bank and it is revealed that the contribution of the construction, activities is one of the source of air pollution in Kolkata and its surroundings;

AND WHEREAS, it is further revealed that burning of old tyres in hot mix plant as a fuel during construction and repairs of road for melting coal tar contributes significant obnoxious element into the air which cause a serious problem of the human beings;

HENCE, in view of the above and in consultation with the West Bengal Pollution Control Board and in exercise of the power conferred under Air (Prevention & Control of-Pollution) Act, 1986, and Environment (Protection) Act, 1986, all the municipalities, local, authorities and all other concerned Govt. Departments within the State of West Bengal, are now directed to take immediate steps to implement the following norms which need to be strictly followed by the developers, contractors or any other infrastructure developers;

Preventive measures need to be taken: -

- a) Wrap construction area/buildings with geotextik fabric, installing dust barriers, or other actions, as appropriate for the location,
- b) Apply water and maintain soils in a visible damp or crusted condition for temporary stabilization,
- c) Apply water prior to levelling or any other earth moving activity to keep the soil moist throughout the process.
- d) Limit vehicle speeds to 15 mph on the work site.
- e) Clean wheels and undercarriage of haul trucks prior to leaving construction site.
- f) Apply and maintain dust suppressant on haul routes,
- g) Apply a cover or screen to stockpiles and stabilize stockpiles at completion, of activity by water and maintain a dust palliative to all outer surfaces of the stockpiles;
- h) Stabilize surface soils where loaders, support equipment and vehicles will operate by using water and maintain surface soils in a stabilized condition where loaders, support equipment and vehicles will operate;
- i) Stabilize adjacent disturbed soils following paving activities with immediate 'landscaping activity or installation of vegetative or rock cover.
- j) Maintain dust control during working hours and clean track out from paved surfaces at the end of the work shift/day. Track out must now extend 50 feet or more and must be 'cleaned daily, at the minimum.
- k) Stabilize sloping surfaces using soil binders until vegetation or ground cover can effectively stabilize the slope,
- l) Disposal of debris in consultation with the local authorities following proper environmental management practice.
- m) During construction work, including cutting of marbles, ambient noise level should not exceed more than 65 dB(A).

Practices to be discarded :-

- (a) Don't dispose of debris indiscriminately,
- (b) Don't allow the vehicles to run at high speed within the work site.
- (c) Don't cut materials without proper dust control/noise control facility.
- (d) Don't keep materials without effective cover.
- (e) Don't allow access in the work area except Workers to limit soil disturbance and prevent access by fencing, ditches, vegetation, berms or other suitable barriers.
- (f) Don't leave the soil, sand and cement stack uncovered.
- (g) Don't keep materials or debris on the roads or pavements.
- (h) Burning of old tyres in hot mix plant as a fuel during construction and repair of the roads for melting coal tar should be discarded.

NOW THEREFORE, It is made clear that any developers, contractors or infrastructure developers either Govt. or Private failed to comply with the aforementioned statutory norms, Department of Environment and West Bengal Pollution Control Board will take necessary action

under Air (Prevention & Control of pollution) Act, 1981 and Environment (Protection) Act, 1986 which may lead to stoppage and prohibition of the work including closure and other legal action as warranted under the law including imposition of the "Pollution Cost",

It is further directed that all Municipal Corporations, Municipalities, and Panchayats should also be at liberty to take necessary action against the violators under the Municipal Laws, and Panchayat Law.

But it is made, clear that Local Authorities i.e. Municipal Corporations, Municipalities and Panchayats are responsible to implement the aforementioned- guidelines meticulously for the purpose of curbing air pollution and other environmental hazards of their respective jurisdiction.

Local Police Station is also directed to render all necessary help to the Local Authorities to implement the aforementioned direction in a befitting manner.

This order will take effect from 01-01-2010 through out the State of West Bengal.

By Order,

Sd/-

(M. L. Meena) Principal Secretary
to the Govt. of West Bengal.
Department of Environment.

EDUCATION DEPARTMENT

OFFICE ORDER NO. 8 OF 2011-12 DATE: 20.04.11.

Sub : Replacement of Gas Oven & other.

It is noted with great concern that the gas ovens and the pipes linked there to are required to be maintained properly and regularly by the authorities of the KMC schools where the cooked Mid Day Meal Programmes are going on.

This point has been repeatedly emphasized in review – meetings regarding the cooked mid day meal programme. But it is appears that this is not being given due importance by the school authorities.

The Head Masters of the school concerned Dy. Education officer and Inspectors are therefore, advised hereby to immediately undertake inspection of the gas ovens, pipes and other paraphernalia in collaboration, if required, with the local LPG dealers and to take corrective measures, as may be necessary , including replacement of the gas pipes. The replacement cost may be debited from Mid Day Meal A/C and the voucher duly signed may be placed before the Chief Manager for payment. Other security guidelines in respect of cooking of Mid Day Meal viz. (a) keeping the students away from the kitchen (b) safe and proper use of the gas ovens and cylinders (c) safe custody of food materials and (d) provision of safe drinking water should be strictly adhered to.

Sd/-

Chief Manager
(Education/SS)

OFFICE ORDER NO. 13 OF 2011-12 DATE: 12.05.2011

Sub : Revised rate of cooking cost under Mid-Day-Meal Scheme.

Ref. : Letter of Project Director, CMDMP, School Education Department vide Memo no. 305(30)-SE(CMDMP) dated 31-03-2011.

Head Teacher/Teacher-in-charge of KMCP School and Secretary of CLPOA (NGO), NHC, NHG, CDS may like to be informed that the Project Director (CMDMP), Govt. of West Bengal, Office of Project Director, Cooked Mid-Day-Meal Project, School Education Department, Acharya Prafulla Chandra Bhawan, Salt Lake, Karunamoyee, Kolkata – 91 has sent a revised rate of cooking cost under Mid-Day-Meal Scheme vide Memo no. 305(30)-SE(CMDMP) dated 31-03-2011 wherein it is found that the total cost per meal has been revised **w.e.f. 01-04-2011** is as follows.

Stage	Total Cost per Meal	Contribution	
		Central	State
Primary (Class I to V)	Rs. 3.17	Rs. 2.17	Re. 1.00
Upper primary (Class VI to VIII)	Rs. 4.33	Rs. 3.25	Rs. 1.08
NCLP	Rs. 3.17	Rs. 2.17	Re. 1.00

Please take necessary action on the distribution of cooked Mid-Day-Meal to the students of KMCP Schools and SSKs.

Sd/-
Chief Manager
(Education/SS)

Government of West Bengal
Office of the Project Director
Cooked Mid Day Meal Project
School Education Department
ACHARYA PRAFULLA CHANDRA BHAVAN
Plot 7/1, Block – DK, Salt Lake, Sector – II,
Karunamoyee, Kolkata - 91

Memo no. : 305(30)-SE(CMDMP)

Date: 31.03.2011.

From :- Sri N.N. Barman
Project Director, CMDMP

To :- 1) The Commissioner, KMC
2) Secretary, Labour Department, Writers' Buildings
3) The District Magistrate,(All)
4) Secretary, DGAHC
5) SDO, Siliguri Sub-Division
6) Chairman, KPSC
7) District Inspector (Primary), Kolkata
8) District Inspector (Secondary), Kolkata

Sub : Revised rate of cooking cost under Mid-Day—Meal Scheme.

Sir,

With reference to the above, I am to state that the rate of cooking cost as provided by the Central Government and State Government **has been revised with effect from 1st April, 2011**, in the following manner:

Stage	Total Cost per Meal	Contribution	
		Central	State
Primary (Class I to V)	Rs. 3.17	Rs. 2.17	Re. 1.00
Upper primary (Class VI to VIII)	Rs. 4.33	Rs. 3.25	Rs. 1.08
NCLP	Rs. 3.17	Rs. 2.17	Re. 1.00

All the Nodal Officers of Mid-Day-Meal Scheme are requested to please take necessary action so that the revised rate of cooking cost may be applied from 1st April – 2011 positively.

Yours faithfully,

Sd/-
Project Director
CMDMP

OFFICE ORDER NO. 24 OF 2011-12 DATE: 22.06.2011.

Sub : Inspection of Mid-Day-Meal for the students of KMCP Schools organized by SDC/NHG/NHC/CDS and CLPOA.

Deputy Education Officers and Inspectors including SSK inspectors are requested to review the status of Mid-Day-Meal distributed to the students of KMCP Schools and SSKs.

Cooked Mid-Day-Meal are organized by the School Development Committee /NHC/NHG/CDS and CLPOA distributed to the school students of students of SSKs. The detail list of Schools/SSKs are enclosed. The concerned Inspectors / DEOs are requested to inspected the schools and submit the report by 30th June, 2011 positively. The report will be submitted to Deputy Manager (Education). Any short of problem related to food grains / financial matter/quantity aspect will be reported.

You are also requested to see the formalities for maintaining Cash Book, Rice Stock etc. and comment if any may please be mentioned.

Departmental car for inspection are available in the office. Their cars are to be deployed for the inspection.

Name of Driver

- 1.
- 2.
- 3.

(Lists of KMCP Schools and SSK have been omitted).

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 28 OF 2011-12 DATE: 08.07.2011.

Sub : Celebration of “Aranya Saptaha” by school children on 14-07-2011 and gathering of KMCP Schools Students in Green Drive programme jointly organized by Forest Department, Govt. of West Bengal and KMC under-look planting of saplings scheme.

“PLANTATION OF SAPLING WEEK” on and from 14th July 2011 to 21st July 2011 will be observed by Forest Department of Govt. of West Bengal throughout the state. The Hon’ble Chief Minister SRIMATI MAMATA BANERJEE will inaugurate the grand function on plantation of sapling in green drive week as celebration of “Aranya Saptaha”, 2011 on the 14th July, 2011 at RABINDRA SAROBOR STADIUM, SOUTH KOLKATA at 11-00 A.M.

The Hon’ble Mayor of Kolkata desires that student of KMCP Schools to participate in the inauguration function at Rabindra Sarobor Stadium on the auspicious day and enjoy the function with zeal. For this purpose, the Head Teacher and Teacher-in-charge of the following KMCP Schools are requested to arrange vehicles to bring the students of class-III/IV/V to Rabindra Sarobor Stadium on 14th July 2011 at Deshpriya Park on 9-00 A.M. The concerned Teacher, Dy. Education Officer and Inspector of Schools are requested to remain present with the students. To and from journey of the teachers and students of KMCP School will be arranged in hired bus. The fare for this journey will be paid by the Forest Department of Govt. of West Bengal on submission of bills for hiring charges of vehicles. The bills may please be submitted to the Municipal Secretary, Kolkata Municipal Corporation after duly signed by the Head Teacher and Deputy Education Officer.

Food packets and water bottles for the students will be distributed by the Assistants provided by the Forest Department. Deputy Education Officer and other responsible officer will collect the slip from the concerned Assistant and will be placed to the assistant for food packets.

All students of the classes will put a badge mentioning the school and bus no. for which the vehicle will be provided. Head Teacher/Teacher-in-charge will ensure that no student will go beyond his/her notice. The Deputy Education Officer provided for supervising students will remain vigilant for each such students.

The following are the selected KMCP Schools and concerned Deputy Education Officer and Inspector.

[Lists of KMCP Schools and DEOs have been omitted.]

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 29 OF 2011-12 DATE: 13.07.2011.

Sub : Attending the programme of the “ARANWA SAPTAHA” inaugurated by the Hon’ble Chief Minister, Govt. of West Bengal at Rabindra Sarobor Stadium.

Administrative Officers, Head Assistants and Junior Assistants posted in the Education Department, KMC are requested to remain present on 14th July, 2011 at 11:30 A.M. in the Deshpriya Park, South Kolkata for monitoring the programme inaugurated by the Hon’ble Chief Minister, Govt. of West Bengal.

Schedule of Programme :

- Students alongwith Teacher-in-charge to assemble in Deshpriya Park for organizing Rally to Rabindra Sarobor Stadium.
- The Hon’ble Chief Minister along with the School Children will WALK to Rabindra Sarobor Stadium.
- Organise “Sit and Draw” Programme.
- In this respect the Staff of Education Department, KMC will monitor the rally by distribution of Drinking Water as and when requested.
- Monitoring the Sitting Arrangement of KMCP School students at Deshpriya Park and Safaree Park.

- Any other job as allotted by the Chief Manager or other Officer as the case may be.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 32 OF 2011-12 DATE: 25.07.2011.

As per the resolution of the Member Mayor-in-Council passed on 30-10-09 and with the approval of the Municipal Commissioner dated 03-10-09 the 3rd Batch of trainee teachers have completed the six months Theoretical Training Programme out of the one year Primary Teachers Training at I.U.M. from 10-1-11 to 9-7-11 and have been sent to their respective schools for the practical part of the training. The guidelines of the said practical training are given hereunder.

- 1) The practical training will be for a period of six months and the same will be presumed to have started on 10-7-11 to 9-01-12.
- 2) The practical training of the trainee teachers will be held in their respective schools.
- 3) During the course of these six months as mentioned herein above, Evaluation basis supported by lesson plans and TLM and will be conducted by the D.E.O.s / Inspectors of schools.
- 4) In the course of six months languages, subjects Bengali / Hindi / Urdu, Mathematics, English, History, Geography and N.Sc. will be evaluated one after the other within the 3rd week of every month.
- 5) The evaluation of Final Practice Teaching of the trainee teachers will be conducted during the month of 20th December by the D.E.Os and Inspectors of the concerned schools.
- 6) The trainee teachers will prepare 6 lesson plans with TLM, one on each subject and get these signed by the D.E.O. / Inspector of schools in order to produce at the time of final practice teaching.
- 7) The concerned schools are requested to make necessary arrangement so that the whole procedure is conducted smoothly in a time bound period.
- 8) Dates of evaluation of final practice teaching will be announced later on.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 37 OF 2011-12 DATE: 19.08.2011.

Allotment Order of Rice

A quantity of 1173.00 quintals of Rice was allotted by the School Education Department vide Ref. No. 496-ES (CMDMP)/GENL-13/2011 dated 04-08-2011 towards Cooked Mid-Day-Meal, during the month of August and September 2011. Now, an amount of 406.13 quintals of Rice is hereby allotted to 79 nos. of Rice Distribution Centres as per Annexure – I. The Transport Contractor of KMC will draw said Rice from FCI and arrange for distribution of same to the Distribution Centres as per quantity specified herein within 3rd week of August 2011. Deputy Education Officer will remain present at the time of lifting of stock from FCI godown.

The Head Teachers / Teacher-in-charge of KMCP Schools and Sahayikas of SSKs are requested to re-allot the Rice to the concerned Schools and keep proper Accounts in appropriate Stock Registers of respective Distribution Centres. Similarly, individual School shall also keep Stock Register of the Mid-Day-Meal Rice and its utilization thereof.

The Deputy Education Officers / Inspectors of School shall examine the Stock Register as per this Allotment Order and oversee the stock of Rice during the course of their inspection of Schools and report to the undersigned about the status of stock of Rice. In no case allotted Rice under Cooked Mid-Day-Meal scheme should be allowed to be rotten/become unfit for human consumption at any cost.

The matter for release of rice quota is uncertain even it may not be delivered the allotted quantity as per discussion with Secretary, Mid-Day Meal Programme on 24-11-2010. Therefore, the quantity will be distributed to only those Rice Distribution Centers where there is no stock. Excess, if any, may also be distributed on the extent of balance quantities allotted.

[Annexure 1 - omitted]

Sd/-
Jt. Municipal Commissioner (Dev)

OFFICE ORDER NO. 41 OF 2011-12 DATE: 12.09.2011.

Sub : Opening of Bank A/C under your school with the help of SDC & Teacher.

It was observed that a good number of KMCP School do not open Bank A/C in favour of school. Thus District Inspector (Primary) and Deputy Project Officer (MDM). SSM directed to open Bank A/C where they transfer the fund for various work viz. Improvement Grant / TLM Grant etc.

Head Teacher / Teacher – in –charge are requested to open early Bank A/C in the nearest Bank. Resolution for opening of Bank A/C must be passed in the SDC meeting. One copy of the Resolution should be submitted to the Bank where the A/C will be opened.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 43 OF 2011-12 DATE: 22.09.2011.

Sub : Opening of Bank A/C under your school with the help of SDC & Teacher.

In terms of CMFA's Circular No. 07 of 2010- 11 dt. 04-09-2010, it is hereby circulated for information of all Heads of Schools under Education Department, KMC that Part time Sweeper of KMCP Schools are entitled to get " PUJA EXGRATIA" for the year 2011-12 @ 150/- for rendering service for at least 120 days with a maximum of 239 days and Rs. 200/- for rendering service for 240 days or more during the period of 15-08-10 to 14-08-11.

All Heads of Schools under the KMC are hereby advised to inform this office of the number of days of engagement of part time sweeper in their respective schools during the aforesaid period in the following format by 31st October, 2011.

NAME OF THE SCHOOL WITH CODE NO.	NAME OF THE PART TIME SWEEPER	NO. OF DAYS OF PERFORMANCE OF DUTIES DURING THE PERIOD 15-08-2010 TO 14-08-2011.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 44 OF 2011-12 DATE: 22.09.2011.

Sub : Employees under Education Department retired within 30-09-2011.

The enclosed 32 (thirty two) nos. of employees working under Education Department, KMC are retired from service within 30th September, 2011. The Personal File of those employees are not yet received by the Service Record and Accounts Cell for dealing superannuation benefit. It may kindly be noted that Municipal Commissioner issued Official order to send the Personal File in the SR & AC in such manner that their superannuation benefit would be settled on the date of retirement from KMC service.

Administrative Officer (Establishment), Head Assistant and Batch Clerk etc. are directed to send the file to SR & AC within 18th or 19th October, 2011. It has been decided in the meeting on 20th September, 2011 in Conference Room – I that if any department fails to carry out the directions of Municipal Commissioner to send the personal file of retired employees under his control without any reasonable cause, the related staff will be held responsible and he/they will be posted at the venue on 18th / 19th October, for completing the file. Otherwise such indifferent attitude will be viewed seriously by the KMC authority.

Sd/-
Chief Manager
(Education/SS)

[List of employees has been omitted]

C.M.(EDN./ SS)'S OFFICE ORDER NO. 48 OF 2011-12 DATE: 15.08.2011.

Sub : Introduction of Inspection Book for inspection of School / SSK.

Deputy Education officer / School Inspector / Inspector of SSK are requested to keep records on Inspection Book maintained with Education Department of KMC. The Inspection Book will be supervised by the Chief Manager and Deputy Manager. The following information will be recorded in the Inspection Book.

- i) Date of Inspection,
 - ii) Name of Inspector,
 - iii) Name of KMCP School / SSK,
 - iv) Observation of Inspection,
 - v) Status of Mid – Day – Meal,
 - vi) Qualities of Rice lying unused,
 - vii) Amount unspent on MDM Account,
- 2) Inspection Personnel may be requested to mention in Inspection Book., the date of Inspection and place of Inspection (KMCP School / SSK) before the date of Inspection.
- 3) Inspection to Community Kitchen for Mid – Day – Meal along with the School / SSK under the said Community Kitchen and date of inspection will be mentioned with Inspection Book strictly before the Date of Inspection.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 59 OF 2011-12 DATE: 30.11.2011.

Sub : Submission of Service Record of Teachers in services.

It is observed that upto date record regarding academic qualification and Teacher's Training completed are not recorded in the Service Book. Therefore, it is difficult to ascertain exact qualification and other information of Teacher, Asstt. Head Teacher, Head Teacher working in the KMCP Schools. As desired by MMIC (Education) updating the service particular the Head Teacher, Asstt. Head Teacher and Teacher worked in the KMCP School are directed to send the service particulars to Administrative Officer (Establishment) within 15th December 2011 in the following format.

Sl. No.	Name of the Employee	Designation as on 01-11-2011	Date of Joining	Teacher Training completed	Academic qualification	Remarks
1	2	3	4	5	6	7

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 74 OF 2011-12 Date: 28.12.2011

Sub : Note on safety Measure in handling of Gas Oven at KMCP Schools having Kitchen for MDM under ref No. IDN-15 / Dt. 28/12/2011.

Head Teachers / Teacher-in-charge of KMCP School where Mid Day Meal is running through SDC by cooking Meal in and within the school premises, were requested to follow the directives discussed by the Director, Fire Service, Govt. of West Bengal and officers of Indian Oil Corporation in the meeting held on 17th December, 2011 at Star Theatre.

Now, the officers of Education Deptt. will inspect the Kitchen shed to ensure how far the said directives are followed for safety and security of students and others.

In the Said Directives Three Tire Supervision System were mentioned. It is expected from Head Teacher / others that the said Three Tire Supervision are followed for safety and Security Measure. Therefore, the concerned Head Teacher / Teacher-in-charge will inspect the place of Kitchen regularly and put their Comments in this Inspection Book thus maintained.

Sd/-
Chief Manager
(Education/SS)

DIRECTIVES OF FIRE & LIFE SAFETY RECOMMENDATIONS FOR THE EXISTING CONSTRUCTION OF EDUCATIONAL BUILDING.

OPEN SPACE & APPROACH ROAD :

1. The open space surrounding the building shall conform the relevant building rules as well as permit the accessibility and manoeuvrability of Fire appliance with turning facility.
2. The approach roads shall be sufficiently strong to withstand the load of Fire Engine weighting up to 45 M.T.

3. The width and height of the access gates into the premises shall not be less than 4.5 – 5 M respecting abutting the road.

STAIRCASE :

1. The staircase of the building shall be enclosed type. Entire construction shall be made of bricks/R.C.C. type having fire resisting capacity not less than 4 hours.
2. Two nos. of Exit Doors must be provided for each room facing verandah or corridor.
3. The width (1.5 Mtrs.) of the staircase shall be made. Corridors and the exit doors shall conforming the relevant building rules. (Total number of Staircase are three – 2 Nos. existing and 1 (one) no. proposed).
4. All the staircases shall be extended up to terrace of the building and shall be negotiable to each other without entering into any room.

EXIT :

1. Exits shall be so arranged that at least two separate exits are available in every floor area. Exits shall be as remote from each other as practicable and so arranged that there are no pockets or dead end occurred in which occupants may be trapped.

AUDITORIUM & HALL :

1. The doors/aisles/gangway/cross gangways/seating arrangement/corridors in Hall etc. shall be made as per practices of national building code, Part – IV. Fire protection as well as the conforming norms of cinematograph Act with up to date Amendment.

FIRE FIGHTING WATER & FIRE PUMP :

1. Underground water reservoir having water capacity at 10,000 Lts. And Overhead Reservoir of 10,000 Lts. Capacity are to be provided along with provision of Standard hose reel hose supplied from the Over head water tank through booster pump shall have to be made in all the floors of the building satisfy the code of 3844 – 1989 suitable replenishment arrangement has to be provided for a overhead tank.

ELECTRICAL INSTALLATION & DISTRIBUTION :

1. The electrical installation including transformers, Switch Gears, Main & Meters etc. and the distribution system of the premises shall be made satisfying the code of practice for Fire safety in general building as laid down in I.S. specification 1946 – 1982.
2. The vertical ducts shall be supply sealed at alternative floor level.
3. The electrical installation shall be adequately protected with CO₂/ D.C.P.
4. Alternative Power Supply:
Arrangements shall have to be made to supply power with the help of a generator to operate at least the Fire Pump, Pump for deep Tube-well, Fire Alarm System, Fire Lift etc. and also for illuminating the Staircase, corridors etc. and other places of assembly of the building in case of normal power failure.

FIRE AID FIRE FIGHTING SYSTEM :

Fire Aid Fire fighting arrangement in the style of placing suitable type of portable Fire Extinguisher, Fire Buckets etc. in all floors and vulnerable locations of the premises shall be made in accordance with I.S. 2190 – 1992.

GENERAL RECOMMENDATIONS :

1. Fire License have to be obtained for proposed strong and processing with LPG and **other highly combustible articles.**
2. Kitchen, Canteen & Dining hall must have permanent nature made of R.C.C. and separate accommodation not adjacent to any classroom.

3. Fire Notice for Fire Fighting and evacuation from the building shall be prepared and be displayed at all vulnerable places of the building.
4. Floor numbers and directional sign of escape route shall be displayed prominently.
5. All staff should have adequate knowledge of handling fire protection equipment, evacuation process in time of emergency and prevention measures.
6. Arrangement shall be made for regular checking, ;testing and proper maintenance of all the Fire Safety installation and equipments installed in the building to keep them in perfectly good working conditions at all times.
7. Drills: Must be acquainted with evacuation passage of escape route by practicing as a drill with all staff along with students by the guidance of head of Institution as a drill every month as a special records of which must be kept in their custody.
8. This shall be treated as provisional N.O.C. and final N.O.C. will be issued after complied the recommendation and each year a certificate is to be obtained from the **Director General, West Bengal Fire & Emergency Services** certifying about the satisfactory services, performance of all the Life and Fire Safety arrangements and installation of the building.

Sd/-
Director
West Bengal Fire & Emergency Services

OFFICE ORDER NO. 77 / EDN / OF 2011-12 DATE: 09.01.2012.

Sub : Celebrate on 12th January,2012 as a mark of Respect to Swami Vivekananda on account of 150th Birth Anniversary. Memo No. 253(78) – CS/2012 Dt. 4th January, 2012.

Chief Secretary Govt. of West Bengal Writers Building Kolkata Circulated the Memo regarding Celebration of the 150th Birth Anniversary of Swami Vivekananda on 12th January, 2012. In the said Circular the Head Teacher and Teacher in charge of KMCP School are requested to organize the following programme in the KMCP School as a mark of respect to 150th Birth Anniversary of Swami Vivekananda.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 79/ EDN/ OF 2011-12 DATE: 10.01.2012.

Sub : Rally on the occasion of inauguration ceremony on installation of statue of Swami Vivekananda on 150th Birth Anniversary on 12th January, 2012 at 12 noon at Vivekananda Kanan, Parnashree SSU.

MMIC (Park, Garden & Sports) desires to organize a rally with the School student of KMCP school at S.S.Unit on the occasion of inauguration of statue of Swami Vivekananda at Vivekananda Kanan on 12/01/2012 at 12 noon. School student along with the Teacher in charge may be asked to organize Rally on the said Date that is 12th January, 2012. They will meet with OSD (Park& Square) at Vivekananda Park. Actual fare for to and fro journey will be reimbursed. The voucher will be produced to OSD (Park & Square) for the fare.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 84 / EDN / OF 2011-12 DATE. 17/01/2012.

Sub : Inspection of Safety And Security Measure taken by the School Authority.

Time to time no. of Instructions are issued to under taken Safety Measure and Security procedure for KMCP School where Mid Day Meal are running in Collaboration with School Development Committee (SDC). The following are the list of 135 Nos. of KMCP Schools where Mid Day Meal is run by members of School Development Committee. In this case 17th December, 2011 an workshop for Safety and Security Procedure related to operation of Gas Oven and handling of LPG was organized at Star Theatre for preparation of Mid Day Meal. The Guideline and Steps to be taken as suggested by Dy. Director, Fire Securities and officers of Indian Oil Corporation and other distinguished fellow attended in the workshop was sent to Head Teachers of KMCP School. Therefore, Head Teacher / Teacher- in-charge would ensure to strict follow of those procedure for the interest of Safety Measure. The following officer will inspect the Kitchen /place of using the Gas Oven/ Gas Cylinder during the course of preparation of Mid Day Meal to School. Head Teacher/ Teacher-in-charge are requested to co-operate the Inspecting Officers for the purpose of Safety Measure.

Inspector of School, Deputy Education Officer, will inspect that the required procedure for protection of Safety and Security Measure will be followed by the respective Head Teacher/ Teacher-in-charge. For this a list of KMCP Schools and Inspecting Officer are enclosed for information please.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 89 OF 2011-12 DATE: 07.02.2012.

Sub : Fire Extinguisher for protection from fire hazard in KMCP School where Mid Day Meal are cooked within the KMCP School Premises.

URGENT

The Head Teacher / Teacher-in-charge in KMCP School where Mid Day Meal are cooked within the School Premises for distribution of cooked Mid Day Meal to their School Students, are directed to submit the following information immediately.

Address / Name of KMCP School
No. of Students
Date of installation of Fire extinguisher
Available Water Supply
Signature of Head Teacher / Teacher-in-charge

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 91 / EDN / 2011-12 DATE : 09.02.2012.

Sub : Inauguration of (1) Computer aided Learning in KMCP School students and (2) Inauguration of English Medium School to be organized in the KMCP School Shasi Bhusan Dey Street and Raj Rajeshwari Girl's KMCP School.

Inauguration for the above Programme will be organized in the KMCP School for boy's at Shasi Bhusan Dey Street and for girl's at Raj Rajeshwari Girl's KMCP School at 11 A.M. on 11th February, 2012. Head Teacher of near by KMCP School may be requested to attend the Inauguration Programme. The students KMCP School situated within the neighbouring area are requested to come within 10 A.M. in venue.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 109 OF 2011-12 DATE : 09.03.2012

- Sub : (1) Register at School level to be verified.
(2) All DEO to ensure that no Residual Rice is left at the school point or at Distribution Centre or at the Dumping Centre.
(3) Copies of allotment order, to be distributed in each and every school every month.

All Deputy Education Officer / Inspector are requested to verify the Rice Stock Register maintained by each KMCP School and should ensure that there are no discrepancies in the maintenance of Stock. Report of verification must be incorporated in the Inspection Report.

Deputy Education Officer and Inspector please note that no Residual Rice is left in school point or Distribution Centre or at the Dumping Centre. A status Report may please be submitted immediately.

Allotment order hence forth will be sent to each KMCP School in each month. Administrative Officer (MDM) and Supervisor may please be sent a copy of Rice allotment order to KMCP School with in 10th of the month.

Administrative Officer (MDM) and Supervisor (MDM) will assess the quantities of Fresh Rice left in the stock and if the Quantities of Rice is sufficient to run MDM to students of KMCP School, the Rice Quantities allotment should be adjusted accordingly. Excess Rice in stock if any should not be lifted from FCI Godown to that extent.

Sd/-
Chief Manager
(Education/SS)

OFFICE ORDER NO. 123A OF 2011-12 DATE: 16.04.2012.
(Modification of Office Order No. 123 of 2011-12 Date: 30.03.2012)

Sub : Duty Allotment of Deputy Education Officer and Inspector of School.

All Deputy Education Officers and Inspector of School are directed that they should inspect the KMCP School as per list attached with this order and submit the necessary inspection report to the undersigned. During the course of inspection special attention will be given to Mid-Day-Meal, Rice Stock Register, Cash / Bank Book, Physical Stock Balance of Rice and Cash in Hand. Besides, they should carry out the work(s) as mentioned below.

Sl. No.	Name of the DEO / Inspector	Designation	Job
1		DEPUTY EDUCATION OFFICER	1. Inspection of KMCP School (list enclosed). 2. Look after the all necessary works related to Text Book, Stationaries, Uniform etc.

Sl. No.	Name of the DEO / Inspector	Designation	Job
2		DEPUTY EDUCATION OFFICER	<ol style="list-style-type: none"> 1. Communicate with the SSM office. 2. Act as authorized signatory of Mid-Day-Meal Account. 3. Rice checking.
3		DEPUTY EDUCATION OFFICER	<ol style="list-style-type: none"> 1. Look after all grants (ACR, Maintenance, TLM etc.) from SSM towards KMCP School. 2. Act as authorized signatory of Bank Account related to payment of honorarium to Sahayikas of SSK.
4		DEPUTY EDUCATION OFFICER	<ol style="list-style-type: none"> 1. Inspection of KMCP School (list enclosed). 2. To look into the Computer Aided Learning Project.
5		DEPUTY EDUCATION OFFICER	<ol style="list-style-type: none"> 1. Inspection of KMCP Schools (list enclosed) and inspection of KMCP schools allotted towards Smt. Gayatri Das. 2. Administration and maintenance of SSK.
6		INSPECTOR OF SCHOOL	<ol style="list-style-type: none"> 1. Inspection of KMCP School (list enclosed).
7		INSPECTOR OF SCHOOL	<ol style="list-style-type: none"> 1. Inspection of KMCP School (list enclosed).
8		INSPECTOR OF SCHOOL	<ol style="list-style-type: none"> 1. Inspection of KMCP School (list enclosed).
9		INSPECTOR OF SCHOOL	<ol style="list-style-type: none"> 1. Inspection of KMCP School (list enclosed).
10		INSPECTOR OF SCHOOL	<ol style="list-style-type: none"> 1. Look after the Community Kitchen at 78, Bag Bazar Street and submit necessary report to the undersigned. 2. Look after the Community Kitchen at Lalar Math (under process) and submit report to the undersigned.

Sd/-
Chief Manager
(Education/SS)

FINANCE & ACCOUNTS DEPARTMENT

CMFA'S CIRCULAR NO. 01 OF 2011-12 DATE: 24.05.2011

All concerned are hereby requested to ensure deduction/collection of tax at source as per prescribed rates in respect of payments/collections from resident assesses during the financial year 2010-11 under different sections of TDS/TCS provisions of the Income Tax Act, 1961 as shown below.

Attention is also drawn to the amended provision of section 206AA of the I.T. Act, where it has been made mandatory w.e.f. 01.04.2010 on the part of the payees (both employees and other than employees) to furnish his "PAN" to the deductor, failing which tax will be deducted at the rate prescribed in the Act or at the rate of twenty percent (20%) whichever is higher.

In view of the above, all concerned are hereby requested to follow strictly the above procedure so that the matter of short deduction / non-deduction of tax at source may not occur in any case and if any such event happens, the same must be realized from subsequent payments during the financial year without fail.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. DASGUPTA)
CMF&A

A. For resident woman (Who is below 60 years at any time during the year).

Section & Nature of Payment/income	When to deduct tax at Source	Net income range for the whole year	Income Tax rates	Surcharge	Education Cess
192-Salary	Monthly at the time of payment	Upto Rs. 1,90,000	Nil	Nil	Nil
		Rs.1,90,000 to 5,00,000	10% of total income minus Rs. 1,90,000	Nil	3% of Income Tax
		Rs.5,00,001 to 8,00,000	Rs.31,000/- + 20% of total income minus Rs.5,00,000	Nil	3% of Income Tax
		Above Rs. 8,00,000	Rs.91,000/- + 30% of total Income minus Rs.8,00,000	Nil	3% of Income Tax

B. For any other individual except women and senior citizen.

Section & Nature of Payment/income	When to deduct tax at Source	Net income range for the whole year	Income Tax rates	Surcharge	Education Cess
	Monthly at the time of payment	Upto Rs. 1,80,000	Nil	Nil	Nil
		Rs.1,80,000 to 5,00,000	10% of total income minus Rs. 1,80,000	Nil	3% of Income Tax

Section & Nature of Payment/income	When to deduct tax at Source	Net income range for the whole year	Income Tax rates	Surcharge	Education Cess
192-Salary		Rs.5,00,001 to 8,00,000	Rs.32,000/- + 20% of total income minus Rs.5,00,000	Nil	3% of Income Tax
		Above Rs. 8,00,000	Rs.92,000/- + 30% of total Income minus Rs.5,00,000	Nil	3% of Income Tax

Note:-

1. (a) In computing net income the whole of the amount paid or deposited in respect of Life Insurance premium, repayment of House Building loan, Tuition fees of children, deferred annuity, Contributions of P.F., Subscription to certain equity shares or debentures, Purchase of Infrastructure Bonds, Contribution towards N.S.C. VIII issues, accrued interest on N.S.C. for five years, notified Team deposit for a period of 5 years or more with a scheduled Bank etc. shall be deducted from the gross total income u/s 80C applicable for the assessment year 2012-13. Deduction u/s 80CCC in respect of payment by an individual to certain pension funds of L.I.C. or any other insurer will also be available for the assessment year 2012-13. However, the aggregate amount deductible u/s 80C, 80CCC & 80CCD together shall not in any case, exceed one lakh rupees and an extra amount of Rs. 20,000/- is also deductible u/s 80CCF for investment in long term infrastructure bonds.
 - (b) Deductions available under other Sections viz. 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80QQB, 80RRB, 80U and 24(b) will continue.
 - 2) Deductions available under u/s 16(ii) for entertainment and u/s 16(iii) for tax on employment will continue.
- C) For payment (other than salary) any individual, HUF, AOP, BOI, Artificial juridical person or any Firm/ Domestic Company, for the F/Y – 2011-12.

Section & Nature of Payment/Income	When to deduct tax at source	Rate
193-Interest on Securities	At the time of Credit or payment whichever is earlier, when ;the aggregate sums payable during the financial year exceeds Rs. 2,500/-	10% as I.T. * in the case of resident Individual & Domestic Company
194A – Interest other than Interest on Securities	At the time of credit or payment whichever is earlier, when the aggregate sums payable during the; financial year exceeds Rs.10,000/- where the payer is Banking company / Co-operative society/Post office and Rs.5,000/- where the payer is any other person.	10% as I.T. * in the case of Domestic Company and in other cases.
194C – Payment to Contractor/Sub-contractor	At the time of credit or payment whichever is earlier for paying any amount for carrying out any work in pursuance of a works contract exceeds Rs.30,000/- in a single payment or where the aggregate amount of such sums credited/paid or likely to be credited/paid during the financial year exceeds Rs.75,000/-	2% as I.T.* from payment to contractor being a person other than individual/HUF & 1% as I.T. * from payment to contractor being an individual/HUF

Section & Nature of Payment/Income	When to deduct tax at source	Rate
194H-Commission or Brokerage	At the time of credit or payment whichever is earlier, when the aggregate of sum credited/ paid during the year exceeds Rs.5,000/-	@ 10% as I.T. * for all types of payee
194I – Rent	At the time of credit or payment whichever is earlier, when the aggregate of sums credited / paid during the year exceeds Rs.1,80,000/-.	2% as I.T. * for the use of any machinery/plant/equipment & 10% as I.T. * for the use of Land/Building/ Land appurtenant to Building/Furniture/Fittings
194J – Fees for professional / Technical Services	At the time of credit or payment whichever is earlier when the aggregate of sums credited / paid or likely to be credited / paid during the financial year exceeds Rs.30,000/-	@ 10% as I.T. * for all types of payee.
194LA – Payment of compensation to a resident on acquisition of Land (other than agricultural land)/Building	At the time of payment by way of cash, cheque, draft or any other mode and when the aggregate sum exceeds Rs.1,00,000/-	@ 10% as I.T. * for all types of payee.
195- Payment to non-resident/Foreign Concern	At the time of credit or payment whichever is earlier.	As per prescribed rates of withholding tax as applicable for different foreign countries.

COLLECTION OF TAX AT SOURCE U/S 206C

- | | |
|---|-----------------------|
| <u>1. Timber obtained under a forest Lease</u> | <u>2.5% as I.T. *</u> |
| <u>2. Timber obtained by any mode other than a forest lease</u> | <u>2.5% as I.T. *</u> |
| <u>3. Any other forest produce not being timber or tendu leaves</u> | <u>2.5% as I.T. *</u> |
| <u>4. Scrap</u> | <u>1% as I.T. *</u> |
| <u>5. Parking lot (Toll Plaza, Mining and quarrying)</u> | <u>2% as I.T. *</u> |

* (2) RATES OR SURCHARGE & ADD SURCHARGE (E.C.)

- a) In the case of Individual, HUF, Association or persons, Body of individuals, Artificial juridical person, Firm, Domestic company, Co-operative society and Local authority surcharge & Cess will be NIL during the financial year 2011-12.
- b) In the case of non-domestic company surcharge will be @ 2% of Income Tax where the income or the aggregate of such incomes paid or likely to be paid / collected exceeds Rs.1,00,00,000/- & Cess in this case to is also to be deducted / collected @ 3% on (I.T. + S.C).

CMFA'S CIRCULAR NO. 02 OF 2011-12 DATE: 12.07.2011

It has been decided that the pay drawn and admissible statement for settlement of terminal benefits of the employees retired, died etc. on or after 01/04/06 will be drawn by the functional department for verification by the concerned IFU with effect from 01.04.06 instead of 01.04.05.

The employees who retired or died before 01.04.06 in their cases, the functional departments' HOD concerned will certify whether there is any KMC claim from the employees concerned for the period prior to 01.04.06.

This is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CMFA'S CIRCULAR NO. 03 OF 2011-12 DATE: 20.08.2011

It has been decided by the authority of the Kolkata Municipal Corporation that payment of salary for the month of August 2011 payable in September 2011 to the employees of the Kolkata Municipal Corporation will be made available with the salary disbursing banks on 29/08/11 due to Id-UI-Fitre festival.

All Controlling Officers / Head of the Departments / Borough Offices are requested to ensure completion of salary bills at the latest by 23/08/11 without fail observing all normal formalities.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CMFA'S CIRCULAR NO. 04 OF 2011-12 DATE: 24.08.11

Sub : Grant of interest free Festival Advance/Ex-gratia to the KMC employees in 2011-12.

It has been decided by the authority that if a KMC employee whose emoluments on 31.03.11 exceeded Rs.20,000/- per month but did not exceed Rs.28000/- per month applies for interest free Festival Advance, he may be granted an advance up to Rs.2000/- only.

(a) The advance will be recovered from the salary of the KMC employees in not more than 10 monthly instalments. If the amount of advance is exactly divisible by ten it will be recovered in ten equal monthly instalments. If not, the figure obtained by dividing the amount by ten should be rounded off to the nearest rupee which will be the amount of each of the first nine monthly instalments and the balance will be recovered in the tenth monthly instalment. The same method of calculation will apply mutatis- mutandis where the advance will be repaid is less than 10 monthly instalment. The recovery of advance sanctioned under this order will begin from the salary for the month of November 2011 and should be completed by 31st August 2012 at the latest.

(b) The KMC employees who will retire/leave KMC service on a date after issue of this order but before 1st November 2011 will not be allowed any festival advance. However, an employee who will retire after 1st November 2011 will be eligible for interest free festival advance sanctioned in this order subject to condition that recovery should be completed on or before the month of his superannuation.

(c) (1) Person who will enter in the KMC service for the first time after 31st March 2011 but before the 1st October 2011 will be entitled to the benefit of interest free festival advance as sanctioned in this order subject to fulfillment of the terms and conditions laid down and their emoluments for the purpose of payment of advance will be determined on the basis of their emoluments at the time

of entry in KMC service. In case of the employees falling under above para, the authority sanctioning the advance shall certify after being satisfied that the employees is likely to continue in service until the recovery is completed.

(2) The benefit of interest free festival advance sanctioned above will also be admissible to the KMC employees who have been appointed on regular or contract basis provided they are not eligible to draw ad-hoc bonus or ad-hoc bonus on prorata basis sanctioned for the accounting year 2010-11 and provided their regular or contract emoluments did not exceed Rs.28000/- per month. The term emolument in this order will mean basic pay (i.e. pay in the pay band plus grade pay), deafness allowance and non-practicing allowance, if any.

Application for interest free festival advance on the strength of this order by all employees shall be made as early as possible. Disbursement of interest-free festival advance (**wherever applied for) on the strength of this order should be made in case of Muslim Employees by 29th August 2011. In case of other Employees payment should be made in between 1st September 2011 to 30th September, 2011.**

Budget Code for festival advance -9211-996 and recovery will be made against the same code.

Ex-gratia :

It has further been decided by the authority to grant Ex-gratia to the following categories of employees for the year 2011-12.

Particulars	Rate of Ex-gratia
a) Apprentice trainees and apprentice Engineers seasonal staff, retained Lawyers or such other staff engaged in the service of KMC on or before 01.04.11 on payment of Honorarium/allowance/Consolidated Pay and are in continuous service at least up to 14.08.11.	One month's remuneration i.e. Honorarium/Consolidated Pay etc. subject to a maximum of Rs.400/-
i) Such categories of staff engaged in the services of the KMC after 01.04.11 but before 14.08.11	Half of the quantum of remuneration subject to maximum of Rs.200/-
b) The Labour Staff and daily rated casual workers who have put in work at least for 240 days during the period from 15.08.10 to 14.08.11	One month's remuneration subject to a maximum of Rs.400/-

i) The labour staff and daily rated casual workers who have put in work at least for 120 days to 239 days during the period from 15.08.10 to 14.08.11	Half of the quantum of remuneration subject to maximum of Rs.200/-
ii) The labour staff and daily rated casual worker who have put in work at least for 30 days to 119 days during the period from 15.08.10 to 14.08.11. If such labour staff is required to work in more than one Office/Borough, Ex-gratia will be allowed in one office only.	One fourth of the quantum of remuneration subject to maximum of Rs.200/-
c) Sweeper of the KMCP Schools who have put in work at least 240 days during the period from 15.08.10 to 14.08.11	Rs.200/-
i) Sweeper of KMCP Schools who have put in work minimum number of 120 days and maximum number of 239 days from 15.08.10 to 14.08.11. If a sweeper is required to sweep in more than one School/shift, Ex-gratia will be allowed to only one incumbent.	Rs.200/-

This benefit may not be extended to the retired Govt./KMC employees re-employed on contractual/honorarium basis.

Ex-gratia hereby sanctioned will be drawn and disbursed through a separate bill. Payment to be made out of existing provision of fund under Head Establishment in anticipation of provision of fund in Revised Estimate 2011-12.

Clarification issued in previous years in respect of various points raised in connection with admissibility and drawal of Ex-gratia would continue to apply.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CMFA'S CIRCULAR NO. 05 OF 2011-12 DATE: 24.08.11

Sub : Grant of Ad-hoc Bonus to the employees of the KMC for the year 2010-11.

In terms of Memo No. 8272-F(P) dated 23.08.11 issued by the Finance Department it has been decided by the authority of K.M.C. to grant Ad-hoc Bonus to the regular employees of the K.M.C. for the accounting year 2010-11 subject to the following conditions :

Ad-hoc Bonus :

a) The regular employees of the KMC whose revised emoluments did not exceed Rs.20,000/- per month as on 31.03.11 will be entitled to get Ad-hoc Bonus (ci) Rs.2100/- per head. Upper eligibility ceiling of Rs.20,000/- per month as on 31.03.11 will be applicable irrespective of whether the emoluments are drawn in the pre-revised/revised scale of pay.

b) The employees drawing pay and allowance in terms of ROPA Rules 2009, the term emoluments will mean and include pay in the pay band plus the grade pay in the revised pay structure and includes Dearness Allowance, but will not include any other pay and other allowance such as house rent allowance, medical allowance, compensatory allowances etc.

For those who are drawing pay and allowance in the unrevised scale, the term 'emoluments' will mean and include basic pay, personal pay, special pay (additional remuneration), dearness pay, dearness allowance, deputation (duty) allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance etc.

i) The employees whose emoluments on 31.03.11 exceeded Rs.20,000/- per month but during the year 2010-11 their emoluments at least for six months were less than Rs.20,000/- per month i.e. said emoluments exceeded the eligibility ceiling of Rs.20,000/- per month on account of promotion, drawal of increment, implementation of career advancement scheme, enhancement of dearness allowance etc. after remaining less than Rs.20,000/- for at least six months will be entitled to Ad-hoc bonus of the maximum amount of Rs.2100/- under this order.

ii) The employees who were in service on 31.03.11 and rendered at least 6 months continuous service during the year 2010-11 will be eligible for payment of ad-hoc bonus under this order.

Pro-rata payment will be admissible in such cases to the eligible employees for the period of continuous service during the year ranging from 6 months to full year, (ie eligible period being taken in terms of no. of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

iii) The amount of ad-hoc bonus on pro-rata basis as admissible under preceding para will have to be calculated according to the following formula :

$$\begin{aligned} & \text{Eligibility period in number of months} \\ & \text{Emoluments as on 31}^{\text{st}} \text{ March 2011 x } \dots\dots\dots \\ & \hspace{15em} 12 \\ & = \text{The amount of ad-hoc bonus subject to a maximum of Rs. 2100/- only.} \end{aligned}$$

iv) The employees who are entitled to get ad-hoc bonus under this order but retired after 31.03.11 or whose service have been terminated after 31.03.11 on medical ground, may also be paid ad-hoc bonus under this order.

v) The employees who are entitled to get ad-hoc bonus under this order but placed under suspension after 31.03.11 they may be paid ad-hoc bonus under this order. The employees who have been placed under suspension after rendering 6 months continuous service in 2010-11 will be entitled to draw ad- hoc bonus of 2010-11 and similarly the employees who have rendered 6 months continuous service in 2010-11 after withdrawal of suspension order will also be entitled to ad-hoc bonus under this order.

vi) The employees who are entitled to get ad-hoc bonus of 2010-11 under this orders but died after 31.03.11 ad-hoc bonus may also be paid to his/her legal heir after observing all the usual formalities.

vii) The employees who are entitled to get ad-hoc bonus of 2010-11 under this order but resigned or voluntarily retired from service of the KMC after 31.03.11 may also be paid ad-hoc bonus under this order.

viii) All payments of ad-hoc bonus will be rounded off to the nearest rupee ignoring fraction of a rupee up to 49 paise and treating fractions amounting to 50 paise or more as one rupee.

ix) Payment will be made against existing provision of fund under regular establishment heads. Additional provision of fund, if required, will be made in the revised estimate of 2011-12.

x) The disbursement of ad-hoc bonus sanctioned herein above should be made in case of Muslim employees by 29th August, 2011 and in case of other employees such disbursement should be made in between 1st Sept. 2011 to 30th 2011. In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-UI-Fitre.

Clarification issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

This Circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CMFA'S CIRCULAR NO. 06 OF 2011-12 DATE: 10.09.2011

Sub : Payment of 50% of the 3rd installment of arrears accrued under ROPA 2009.

In pursuance of the Memo No. 8270 - F(P) dated 23rd August 2011 issued by the Joint Secretary, Finance Department, Govt. of West Bengal, the authority of the Kolkata Municipal Corporation has decided to release 50% of the 3rd instalment of arrears accrued under ROPA 2009. The payment will be made along with the salary of September 2011. The SR&A/c will take necessary action to this regard. The concerned HODs of Offices, Units and Directorates will ensure the noting of this payment in the Service Book of the concerned employee.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CMFA'S CIRCULAR NO. 07 OF 2011-2012 DATE: 14.10.2011

A) All Controlling Officers/H.O.Ds./Br.Ex.Engrs. are requested to submit the Budget Estimate for 2012-2013 and Revised Estimate for 2011-2012 as per following programme to the Controller of Municipal Finance & Accounts:-

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2012-13 and Revised Estimate for 2011-12	02.12.2011
2	Revision of Rates, Fees & Charges for 2012-13 with justification	16.12.2011
3	Inventory of Immovable properties of KMC for 2012-13 as required u/s 540 of the KMC Act,1980	16.12.2011
4	Departmental Report	22.12.2011
5	Draft of Mayor's Budget Statement of 2012-13 and new programmes taken up in 2012-13	16.01.2012

B) Budget Estimates as at (1) above may be furnished in the format as hereunder :

RECEIPT FORMAT

<i>B.I. Code</i>	<i>Actual Collection of 2010-11</i>	<i>Actual Collection up to 30.9.11</i>	<i>Expected Collection from 01.10.11 to 31.03.12</i>	<i>Total Revised Receipt for 2011-12</i>	<i>Estimate of Receipt for 2012-13</i>
A	B	C	D	E = (C + D)	F

EXPENDITURE FORMAT

<i>B.I. Code</i>	<i>Actual Expenditure 2010-11</i>	<i>Payment towards liabilities 2010-11</i>	<i>Expenditure (Exclg. Lia.) upto 30.09.11</i>	<i>Expended Expenditure from 01.10.11 to 31.03.12</i>	<i>Total Revised Expenditure for 2011-12</i>	<i>Estimate of Expenditure for 2012-13</i>
A	B	C	D	E	F = (C+D+E)	G

C) Separate proposal with justification may be submitted in respect of the following, if any, within the purview of the KMC Act, 1980:-

- a) AUGMENTATION OF REVENUE FROM THE EXISTING SOURCE
- b) NEW SOURCE OF REVENUE

D) Ex. Engrs. of Brs. will submit their proposal for Budget Estimates as mentioned above through D.G. (Civil). D.G. [Civil] 'will please ensure to compile the Budget estimates of both Revenue Receipt and Expenditure to ascertain the estimated amount against different Object Codes of Subject Codes mentioned in the Budget.

E) All Controlling officers /H.O.Ds. are also requested to furnish list of works stating the name of the works and probable estimated cost along with the Budget Proposal for incorporating into the Budget as far as practicable. It would be appreciated if the information as sought for be furnished in the format below :

<i>Name of works with location</i>	<i>Estimated Cost</i>	<i>Probable time of completion</i>	<i>B. I. Code</i>
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This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CIRCULAR NO. 08 OF 2011-2012 DATE: 26.11.2011

In continuation to the Finance & Accounts Dept. Circular No. 01 of 2011-12 dated 24.05.2011, all concerned are hereby requested to ensure that deduction of Income Tax at Source from Salary for the current Financial Year is required to be completed within the Salary bill of February 2012, payable in March 2012, without fail.

As the Heads of the Department/ Offices / Directorates (D.D.O's) are responsible to deduct Income Tax monthwise at the average rate at the time of payment of Salary to the employees under their control u/s. 192 of the I.T. Act, 1961 so the procedure of deduction of payable amount on account of employees Income Tax for the respective financial year must be completed from salaries within the specified period mentioned herein above. A guideline in this respect and pro-forma for computation of Income Tax are enclosed herewith.

Attention is also drawn to the amended provision of section 206AA of the I.T. Act, wherein it has been made mandatory w.e.f. 01.04.2010 on the part of the payees (both employees and other than employees) to furnish his "PAN" to the deductor, failing which tax will be deducted at the rate prescribed in the Act or at the rate of twenty percent (20%) whichever is higher.

All the controlling officers are also requested to ask all the employees under their control to furnish details of interest income from savings Bank / Fixed deposit / Post Office Schemes like MIS/NSC/KVP etc. All the employees shall also be directed to file the revised return for the A.Y. 2011-2012 who have not disclosed interest income for the return filled within 31.07.2011. The employees who have not filled the returns yet should include interest income.

Further, in order to fill up the Certificates u/s. 203 of the I.T. Act, 1961 under the head "Salaries", Heads of Department / Offices / Directorates are requested to send the statement of pay-drawn etc. as per attached pro-forma alongwith Xerox copy of PAN Card of the employees whose Income Tax will be deducted from salary during the current financial year, to the concerned IFU/ Cell within 10.02.2012 for verification and the Municipal Accounts of the IFU / Cells will ensure to send the verified statements to the I.T. & S.T. Cell of Finance & Accounts Departments positively within 31.03.2012.

It may further be noted by all concerned that "Permanent Accounts Number" (PAN) of the employees coming under purview of Income Tax, must be recorded in the Central Pay-roll section (SR&AC Dept.) after proper verification with PAN Card by the respective employees as well as by the department to avoid discrepancies in this respect in future.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

Procedure and guide line of income tax deducted at source from payment of Salary to the employees of the Kolkata Municipal Corporation for the Financial year 2011-12.

Salary for the period from **March, 2011** payable in April, 2011 to **February, 2012** payable in March, 2012 are to be taken into account in this respect and calculation of tax will be made at the following rates.

A. For all individuals except women and senior citizen.

Sl. No.	Range of Taxable Income	Rate of Income Tax
1	Total Taxable Income does not exceed Rs. 1,80,000/-	Nil
2	Above Rs. 1,80,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.1,80,000/-

3	Above Rs. 5,00,001/- to Rs. 8,00,000/-	Rs.32,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,001/-
4	Above Rs. 8,00,000/-	Rs.92,000/- plus 30% of the amount by which the total income exceeds Rs.8,00,000/-

B. For woman resident in India below the age of 60 years.

1	Total Taxable Income does not exceed Rs. 1,90,000/-	Nil
2	Above Rs. 1,90,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.1,90,000/-
3	Above Rs. 5,00,001/- to Rs. 8,00,000/-	Rs.31,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,001/-
4	Above Rs. 8,00,000/-	Rs.91,000/- plus 30% of the amount by which the total income exceeds Rs.8,00,000/-

C. For individual being a resident in India whose age is 60 years and above.

1	Total Taxable Income does not exceed Rs. 2,50,000/-	Nil
2	Above Rs. 2,50,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.2,50,000/-
3	Above Rs. 5,00,001/- to Rs. 8,00,000/-	Rs.25,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,001/-
4	Above Rs. 8,00,000/-	Rs.85,000/- plus 30% of the amount by which the total income exceeds Rs.8,00,000/-

Surcharge (S.C.) on Income Tax is not applicable during the financial year 2011-2012.

Education Cess (E.C.) is payable at the rate of 3 % of Income Tax (2% cess for basic education and 1% cess for secondary & higher education).

Computation of Taxable Income for calculation of Income Tax.

1. Salary includes :
 - a) Gross Salary
 - b) Overtime / Holiday Allowance
 - c) Other Cash Allowance
 - d) Bonus / Ex-Gratia
 - e) Food & Tiffin Allowance
 - f) Travelling Allowance / Conveyance Allowance etc.
2. Exemption of House Rent Allowance u/s 10(13A) in case of rented accommodation for the employees receiving House Rent Allowance (HR.A.) from the employer, the exemption under this section will be the lowest of the following :-

- a) an amount equal to 50% of salary where such residential accommodation is situated at Kolkata and in any other case amount equal to 40% of salary,
- b) actual house rent allowance received from the employer.
- c) excess of house rent paid over 10% of salary (Pay + D.A.)

Provided that :

- I) the residential accommodation occupied by the employee is not owned by him.
- II) The actual payment of house rent by the employee should exceed 10% of his / her salary (Pay + D.A)

N.B.- It may be noted here that “Licence Fee” paid by the KMC officers / employees who are occupying KMC quarters, should be treated as “House Rent” paid for exemption of house rent u/s **10(13A)** and in this regard CMF&A’s Circular No. 02 of 2001-02 dt. 18.04.01 may be referred to.

3. Travelling Allowance / Conveyance Allowance etc. which are granted to the employees of certain categories in KMC along with salaries to meet the expenditure on conveyance in connection with their performance of official duties are exempt from Income Tax u/s **10(14)**
4. Employment Tax deducted from salary of the employees during the financial year is deductible from gross salary u/s **16(iii)**
5. Deduction in respect of Medical Insurance premium (including Service Tax) and contribution to the Central Govt. Health Scheme paid by any mode other than cash during the financial year on the health of individual, spouse, dependent parents and children u/s **80D** — Rs. 15,000/-.
(in case of senior citizen maximum amount of Rs. 20,000/- is deductible)
6. Deduction u/s **80DD** in respect of maintenance including medical treatment of a handicapped dependant having disability not less than 40% and in case of mental retardation I.Q. below 50 point on a test with a mean of 100 as per Rule- Rs. 50,000/- (A higher deduction of Rs. 1,00,000/- shall be allowed where the dependent is a person having severe disability of 80% and above).
7. Deduction in respect of Medical treatment of specified – Rs. 40,000/- or the amount disease or ailment [as prescribed in Rule 11DD(1)] for himself actually paid, whichever or dependant u/s **80DDB** (will have to furnish a certificate in is lower and Rs. 60,000/- prescribed Form No. 10-I from appropriate authority) for Senior Citizen.
8. Deduction u/s **80E** will be allowed to an assessee / parent / legal guardian in respect of interest paid on education loan during the financial year.
9. Deduction in respect of Donation to certain Funds, Charitable Institution — u/s **80G**
 - a) if donations are made to govt. or any local authority – 100% of qualifying donations.
 - b) in other cases – 50% of qualifying donations.

Note : In some specific cases the qualifying amount of aggregate donations should not exceed 10% of the gross total income as reduced by deductions permissible under other provisions of Chapter – VIA.

10. The amount of interest / dividend etc. received / accrued on investments during the financial year will have to be added to the salary income as income from other sources if reported by the employee.
11. Deduction in the case of a person with disability u/s **80U** — Rs. 50,000/-.
In the case of a person with severe disability means over **80%** — Rs. 1,00,000/-
(will have to submit medical certificate from the appropriate authority).
12. Deduction in respect of interest on house building loan paid / payable (on accrual basis even if the interest is not actually paid during the financial year) is allowed –u/s **24(b)** as per following.
Such benefits will be allowed only when deduction in respect of recovery of principal amount of the loan u/s. **80C** is available.
 - a) Not exceeding Rs. 30,000/- where the capital is borrowed before 01.04.99.
 - b) Not exceeding Rs. 1,50,000/- where the capital is borrowed on or after 01.04.99

13. Deduction u/s **80C, 80CCC & 80CCD** will be allowed to an assessee from the gross total income of an amount not exceeding Rs. 1,00,000/- in respect of amount paid or deposited in the financial year in the specified savings scheme listed below.

Provided that the aggregate amount of deduction u/s **80C, 80CCC and 80CCD** shall not, in any case exceed Rs. 1,00,000/- according to the provision of section **80CCE**. A new section 80CCF has been introduced for the financial year 2011-12 in which an additional amount of Rs. 20,000/- is deductible for investment in long term infrastructure bonds.

Determination of gross qualifying amount u/s 80C, 80CCC & 80CCD

- a) Contribution to Provident Fund (not being repayment of loan)
- b) Contribution to Group Insurance Scheme.
- c) Life Insurance Premium paid during the financial year (subject to maximum of 20% of sum assured)
- d) Contribution to certain Pension Funds of L.I.C. or any other Insurer (see. 80CCC') ceiling limit is Rs. **1,00,000/-**
- e) Amount deposited to Public Provident Fund Scheme (P.P.F.)
- f) Amount deposited to National Savings Scheme (N.S.S.)
- g) Amount deposited to National Savings Certificate (N.S.C.)
- h) Accrued interest on N.S.C. (upto 5th year) as per following rates.

Year Completed	01.04.89 to 31.12.98	01.01.99 to 14.01.2000	15.01.2000 to 28.02.01	01.03.01 to 28.02.02	01.03.02 to 28.02.03	On or after 01.03.03
1st year	Rs.12.40	Rs.11.83	Rs.11.30	Rs.9.72	Rs.9.20	Rs.8.16
2nd year	Rs.13.90	Rs.13.23	Rs.12.58	Rs.10.67	Rs.10.05	Rs.8.83
3rd year	Rs.15.60	Rs.14.80	Rs.14.00	Rs.11.71	Rs.10.97	Rs.9.55
4th year	Rs.17.50	Rs.16.54	Rs.15.58	Rs.12.85	Rs.11.98	Rs.10.33
5th year	Rs.19.70	Rs.18.51	Rs.17.35	Rs.14.10	Rs.13.09	Rs.11.17
6th year	Rs.22.40	Rs.20.69	Rs.19.31	Rs.15.47	Rs.14.29	Rs.12.08

- i) Contribution to ULIP (U.T.I).
- j) Contribution to LIC's Jeevan Dhara, New Jeevan Dhara, Jeevan Akshay and New Jeevan Akshay.
- k) Contribution to notified Pension Fund set up by any Mutual Fund.
- l) Contribution to units of MF / UTI.
- m) Contribution to Home Loan Account Scheme of the National Housing Bank or notified Pension Fund of the National Housing Bank.
- n) Payment for the purposes of purchase or construction of a residential house (HBL).
- o) Any sum paid, by an individual, as Tuition Fees at the time of admission or thereafter to any University, College, School or other educational Institution situated within India for the purpose of full time education of any two children of such individual. Donation, Development fee or payment of similar nature will not be included in this respect.
- p) Notified Term deposit for a fixed period of not less than five years with a Scheduled Bank.

14. Relief u/s 89 on Income Tax is allowable in respect of salary etc. received by an employee in arrears or in advance from the employer for which the employee may furnish such particulars in the prescribed **FORM NO. 10E** to the employer.

**PROFORMA FOR COMPUTATION OF INCOME TAX FOR THE
FINANCIAL YEAR 2011-2012**

Name Sri / Smt.....

Designation :.....

Department :.....

PanI.D. No.....

1. Gross Salary :.....
2. LESS – Allowance to the extent
Exempt u/s 10
3. BALANCE (1-2) :.....
4. Deduction u/s 16 (E.T. etc) :.....
5. Income chargeable under the head “Salaries” (3-4).....
6. LESS – Interest on H.B. Loan u/s 24(b)
7. ADD : Any other Income :.....
8. GROSS TOTAL INCOME [(5-6)+7] :.....
9. Deduction u/c. VIA
 - (a) u/s (80C, 80CCC, 80CCD – Qualifying amount Rs. 1,00,000/- max).
 - i)
 - ii)
 - iii)
 - iv)
 - v)
 - vi)
 - vii)

-
- | | |
|---|---------------------------------|
| TOTAL OF 9 (a) | Qualifying amount of 9 (a)..... |
| b) u/s 80CCF (Rs. 20,000/- max.) | :..... |
| c) u/s 80D to 80U | :..... |
| 10. Total Deduction u/c. VIA [9(a+b+c)] | :..... |
| 11. Total Income (8-10) | :..... |
| 12. Tax payable | :..... |
| 13. Education Cess @ 3% on 12 | :..... |
| 14. LESS Relief u/s 89 | :..... |
| 15. NET TAX PAYABLE | :..... |
| 16. Tax deducted at source monthwise | :..... |

Signature of DDO

Signature of the employee

CMFA’S CIRCULAR NO. 09 OF 2011-12 DATE: 05.12.2011

It has been decided by the Municipal Commissioner that full fledged ERP Engineering will be commenced from 01/01/2012. For the purpose of providing full technical support to the OSD (Civil & Nodal Officer ERP Engineering) & Chief Manager (Finance & Accounts), a team has been formed with the following officers of the IT Department.

- 1) Manager (Systems)
- 2) Manager (Systems)

- 3) Deputy Manager (Systems)
- 4) Deputy Manager (Systems)
- 5) Deputy Manager (Systems)
- 6) Deputy Manager (Systems)
- 7) Deputy Manager (Systems)
- 8) Deputy Manager (Systems)

Besides the above mentioned officers, Manager (Systems) will also provide necessary technical support as and when required for implementing the aforesaid scheme. All the Dy. Managers (Systems), as mentioned above, will function as per direction of the Manager (Systems) and devote such time as and when required. This circular is issued with the approval of the Municipal Commissioner.

Sd/-
CMF&A
&
IT NODAL OFFICER

CMFA'S CIRCULAR NO. 10 OF 2011-12 DATE: 23.12.2011

For smooth implementation of Unit Area Assessment System, implementation of necessary changes in Common Collection System including generation of Demand and changes in Finance ERP interface, a team has been formed with the following Officers of the IT Department.

- 1) Manager(Systems)
- 2) Manager(Systems)
- 3) Deputy Manager(Systems)
- 4) Deputy Manager(Systems)
- 5) Deputy Manager(Systems)

Besides the above mentioned officers, Manager (Systems) and Manager (Systems) will also provide necessary technical support as and when required for implementing the aforesaid scheme. All the Dy. Manager (Systems), as mentioned above, will function as per direction of the Manager (Systems). Manager (Systems) will function as Officer-in-Charge for the present aforesaid project.

Sd/-
CMF&A
&
IT NODAL OFFICER

CMFA'S CIRCULAR NO. 11 OF 2011-12 DATE: 27.12.2011

All the Controlling Officers are hereby requested to kindly go through CMF&A's Circular No. 7 of 2011-12 dated 14/10/11 and Municipal Commissioner's Office Order No. 25 of 2011-12 dated 09/12/11. Till date only few departments have submitted their budget proposal for consideration of the authority. All the Controlling Officers / HODs are once again requested to submit their budget proposal (both income & expenditure) showing provision for revised budget of 2011-12 and provision for 2012-13 within 31st December 2011 without further delay. Schedule of Rates, Taxes, Fees and Charges should also be submitted by 31st December 2011.

This may be treated as urgent and necessary action may kindly be taken on top priority basis. This circular is issued with the approval of the Municipal Commissioner.

Sd/-
CMF&A

CMFA'S CIRCULAR NO. 12 OF 2011-12 DATE: 28.12.2011

Sub : Grant of Dearness Allowance to the employees of the Kolkata Municipal Corporation with effect from the 1st January 2012.

In pursuance of the Municipal Affairs Department's Memo No. 146/MA/N/C- 2/ 1G-10/2005 dated 23.12.2011 it has been decided by the authority of the Kolkata Municipal Corporation that with effect from 1st January, 2012 and until further orders the employees of the Kolkata Municipal Corporation holding the scale of pay under relevant provisions as circulated under Resolution No. 135/MA/0/C-5/CC/1R-1/2009 dated 27/02/09 to whom the State Govt. has been providing Dearness Allowance at State Govt. rates i.e. 16% of Band Pay and Grade Pay taken together with effect from the 1st April , 2009 shall draw Dearness Allowance @ 45% with effect from the 1st January, 2012.

Period from which payable	Pay Range	Rate of Dearness Allowance
01.01.2012	Pay upto Rs.80,000/- p. m.	45% of Band Pay and Grade Pay taken together

1. The calculation of Dearness Allowance shall be made taking into account the revised Band Pay, Grade Pay & Non Practicing Allowance (NPA), if any but shall not include any other type of pay.
2. The Dearness Allowance sanctioned above shall be rounded off to the nearest rupee in each case.
3. This order issues in accordance with the Finance Department's Memo No. 11082-F(P) dated the 12th December 2011.

This circular is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF & A

CMFA'S CIRCULAR NO. 13 OF 2011-12 DATE: 02.01.2012

In order to deal the issues mentioned hereunder for obtaining financial vetting, decision has been taken as to the matter of fixation of pay and payment of arrear dues in respect of Hearing officers engaged on reemployment basis under order of the KMC Authority and in cases of Chairman/ Secretary/Member of MAT, MBT, MSC and like other officers/incumbents or so in other departments appointed and/or engaged under order of the Government or of the KMC Authority will henceforth be disposed off in the level mentioned below :-

- A. Fixation of Pay: Deputy CMF&A
- B. Payment of Arrear dues :

Arrear Amount	Level from which final disposal will be made off
Up to Rs. 5 Lakhs	Deputy CMF&A
Above Rs. 5 Lakhs up to 15 Lakhs	Additional CMF&A
Above Rs. 15 Lakhs up to 25 Lakhs	Special CMF&A
Above Rs. 25 Lakhs	CMF&A

This circular is being issued with the approval of Mpl. Commissioner dated 31.12.11

Sd/-
CMF&A

CMFA'S CIRCULAR NO.14 OF 2011-12 DATE: 11.02.2012

1. All Controlling Officers/Heads of the Departments are requested to ensure submission of bills in respect of works/supplies to be completed in the financial year 2011-12 in phased manner to the concerned IFU within 14.03.12 after observing all the usual formalities.
2. No bill of Contractors/Suppliers for financial year 2011-12 would be accepted by the Internal Finance Units after 14/03/12 without specific order of the M.C. Heads of the Departments concerned will ensure to send bills to IFUs in phases without accumulation.
3. Municipal Accountants of Internal Finance Units will ensure to send bills to Dy. C.M.F.&As Cells after observing all the usual formalities within 21/03/12 and Dy. C.M.F.&A.s will also ensure to send bills to Cheque Section within 26/03/12.

If any bill is returned by the IFU to the Concerned Department for clarification/rectification etc. such bill shall be resubmitted to IFU within 3 days from the date of return.

All Controlling Officers/Heads of the Departments are requested to issue similar instructions to all concerned under their administrative control para so that work in Finance & Accounts Department can be completed by the end of the financial year. This is issued with the approval of the Municipal Commissioner.

Sd/-
(D. Dasgupta)
CMF&A

HEALTH DEPARTMENT

OFFICE ORDER NO. H/00/50 OF 2011-12 DATE: 03.06.2011

Motor Ambulance Stations are spread across the KMC area as follows -

1. Ambulance HQs - Br.V
2. Belegkata Sukanta Mancha - Br.III
3. Champamoni Maternity Home - Br.VII
4. Khidirpore Maternity Home - Br.IX
5. Jadavpur - Br.XII
6. Behala - Br.XIV
7. Gardenreach - Br.XV

Concerned Executive Health Officers are directed to cause to look after the Ambulance Stations under their borough and co-ordinate with Dy. CMHO & OSD (Health) who has been entrusted with the assignment of overseeing Motor Ambulance Stations.

For necessary compliance please.

Sd/-
Chief Municipal Health Officer

OFFICE ORDER NO. H/00/111 OF 2011-12 DATE: 18.08.2011

Staff working under Urban Employment Scheme may kindly be given Inj. T. Toxoid if they report with cuts/wounds/injuries from our following AntiRabies Vaccination Centres.

AntiRabies Vaccination Centre

Br.	Location	Landmark
I	Chitpur Dispensary	Paikpara More
II	Hatibagan Dispensary	Crossing of APC Road & Grey St. near Khanna Cinema
III	Narkeldanga Dispensary	Phoolbagan More
IV	Ward Health Unit, Ward 259A, Baranashi Ghosh Lane, Kol-6	Simla Byam Samity
V	Ward Health Unit, Ward-19	Shraddhananda Park
VI	Taltala Dispensary	KMC garage, behind old Gem Cinema
VII	Dhapa Dispensary, Ward-58	Dhapa Bazar
VIII	Borough VIII Office	Vivekananda Park
IX	Chetla Dispensary	Chetla Boys' School
X	Ward Health Unit, Ward 81	New Alipur SBI
XI	KMC, Dispensary, Ward 114	
XII	ESOPD	Palbazar State Bank of India
XIII	Ward Health Unit, Ward 123	Barisha High School, Behala Chowrasta
XIV	Ward Health Unit, Ward 132	Nababani Park, Parnasree Bus stand
XV	Garden Reach Maternity Home Dispensary	Kamal Talkies Cinema

All concerned to take note and comply please.

Sd/-
Chief Municipal Health Officer

OFFICE ORDER NO. H/00/134 OF 2011-12 DATE: 01.09.2011

Agreement has been executed between M/s SembRamky Environmental Management Pvt. Ltd. and Kolkata Municipal Corporation with effect from 01.08.2010 to 31.07.2013 for collection, transportation, treatment and final disposal of bio-medical waste generated at 5 Hospitals and 162 Health Care Establishments including Ward Health Units, Dispensaries, Chest Clinics and DOT Centres and supply of materials and consumables for proper management of the bio-medical waste.

By Office Order No. H/00/197/10-11 dated 24.09.2010, M/s SembRamky Environmental Management Pvt. Ltd. had been directed to supply materials and consumables to the Superintendents of the 5 Hospitals and Executive Health Officers for the year 2010-11.

M/s SembRamky Environmental Management Pvt. Ltd. has again been directed to supply the following materials and consumables to the Superintendents of the 5 Hospitals and Executive Health Officers as per the attached list for the year 2011-12. The Superintendents and Executive Health Officers are requested to receive the materials, sign the delivery challan along with official stamp and hand over a copy to the supplier.

For necessary compliance please.

Sd/-
CMHO

Borough wise Supply of Bio-Medical Waste Management Material for 2011-12

Borough Hospital	HM-HDPE Yellow Bags 15" × 18"	HM-HDPE Blue Bags 15" × 18"	HM-HDPE Yellow Bags 19" × 22"	HM-HDPE Blue Bags 19" × 22"	PP Container	Sodium Hypochlorite (5 Litre Pack)	Awareness Poster
Borough - 1	750	750			15	2	15
Borough - 2	600	600			10	2	10
Borough - 3	600	600			10	2	10
Borough - 4	750	750			15	2	15
Borough - 5	600	600			10	2	10
Borough - 6	600	600			15	2	15
Borough - 7	800	800			20	2	20
Borough - 8	750	750			15	2	15
Borough - 9	750	750			15	2	15
Borough - 10	600	600			10	2	10
Borough - 11	600	600			10	2	10
Borough - 12	600	600			10	2	10
Borough - 13	600	600			10	2	10
Borough - 14	600	600			10	2	10
Borough - 15	800	800			15	2	15
M.T.M.T.B. Hospital			1000	1000	2	2	2
North Maternity Horne			750	750	2	2	2
Charnpamoni Maternity Horne			750	750	2	2	2
Khidderpore Maternity Horne			1250	1250	2	2	2
Garden Reach Maternity Horne			1250	1250	2	2	2
Total	10000	10000	5000	5000	200	40	200

Sd/-
CMHO

OFFICE ORDER NO. H/00/191/11-12 Date: 04.11. 2011

As directed by Animal Welfare Board of India, all the Animal Welfare Organisations and Civic bodies carrying out Animal Birth Control Programme, are requested to ensure that sterilized dogs should be returned strictly to their original habitats from where they were captured (photocopy of the same enclosed).

All the Borough Executive Health Officers are directed to inform all councilors and other concern of your Borough to take necessary action accordingly.

Sd/-
Chief Municipal Health Officer

ANIMAL WELFARE BOARD OF INDIA
(Ministry of Environment and Forests, Govt. of India)

Post Box No. 8672

13/1, third Seaward Road, Valmiki Nagar, Thiruvannamipur, Chennai – 600 041

Email: awbi@md3.vsnl.net.in

File No. 24-22/10-11/AWB/Gen

Date: 05.09.2011

To

All the AWOs/Local bodies to carrying out ABC Programme.

Sub : Animal Birth Control & Immunization of stray dogs – Relocation of Stray dogs to the original habitat – reg.

I am directed to inform that the Board is receiving complaints from many areas that the sterilized dogs are not being returned to their original habitat.

It is brought to the notice of all concerned that as per Rule 7(6) of the ABC dogs Rules 2001, the sterilized dogs are to be returned at the same place or locality from where they were captured. This is also reiterated by the Board in the standard Operating Procedures (SOP) for sterilization of stray dogs under the ABC programme (section 8.5)

Hence, the procedures prescribed as per Rules and SOP shall be strictly followed by all the AWOs and Civic bodies carrying out ABC programme and it shall be ensured that the sterilized dogs are returned strictly to their original habitats from where they were captured.

The Board shall initiate serious action against defaulting AWOs and Civic bodies if any of them are found to be not complying with the provisions of the Rules and SOP.

Yours faithfully,

Sd/-
(S. Vinod Kumar)
Asst. Secretary

OFFICE ORDER NO. H/00/218 OF 2011-12 DATE: 14.11. 2011

All Executive Health Officers
KMC

We have come to know that a few Borough Health Offices are sending the Birth Registers to the Health (HQ), KMC within one year before completion of the data entry into the computer and not issuing any free certificate to the applicants for certificates.

Henceforth, the undersigned directs all the Ex. H.Os to send the Birth Registers which are coming from all the hospitals and nursing homes under their Borough offices to the Health (HQ), KMC' after one-year, completing all the data entry into the Computer by the Computer Operator of the Borough.

Executive Health Officers may also undertake correction job if the Birth registers are available with them.

It may also be noted that free copy of birth certificate to the applicants for certificate be issued within one year from the date of birth as per KMC rules and regulations. Also direct the Computer Operators to put data entry from the Birth Registers smoothly and in a proper manner.

Sd/-
Manager (Health) & In-Charge
Birth & Death

Sd/-
CMHO

Sd/-
Dy. CMHO & OSD (Health)

OFFICE ORDER NO. H/00/220 OF 2011-12 DATE: 14.11.2011

Previously the application for Janani Suraksha Yojana were considered for BPL people as per recommendations issued by Ward Councillor / MLA / MP concerned.

But in the recent “Janani Suraksha Yojona” card it is found that in column no. 7 as per requirement, the BPL card number has to be mentioned and a xerox copy of the card is to be issued.

As the process of identifying BPL family is still in vogue, KMC authority has approved consideration for both the group who has got her B P L card and the group who has recommendation of local Councillor / MLA or MP.

This should be considered accordingly for processing Janani Suraksha Yojona card till further directed.

Sd/-
Chief Municipal Health Officer

OFFICE ORDER NO. H/00/228 OF 2011-12 DATE: 28.11.2011

Agreement has been executed between M/s SembRarnky Environmental Management Pvt. Ltd. and Kolkata Municipal Corporation with effect from 01.08.2010 to 31.07.2013 for collection, transportation, treatment and final disposal of bio-medical waste generated at 5 Hospitals and 162 Health Care Establishments including Ward Health Units, Dispensaries, Chest Clinics and DOT Centres and supply of materials and consumables for proper management of the bio-medical waste.

By Office Order No. H/00/197/10-11 dated 24.09.2010, M/s SembRamky Environmental Management Pvt. Ltd. had been directed to supply materials and consumables to the Superintendents of the 5 Hospitals and Executive Health Officers for the year 2010-11.

By Office Order No. H/00/134/11-12 dated 01.09.2011, M/s SembRamky Environmental Management Pvt. Ltd. had been directed to supply materials and consumables to the Superintendents of the 5 Hospitals and Executive Health Officers for the year 2011-12.

In view of immediate additional requirement of Blue Bags for the DOTS microscopy centres for disposal of bio-medical waste, M/s SembRamky Environmental Management Pvt. Ltd. is again being directed to supply 8,000 (Eight Thousand) HM-HDPE Blue Bags Size 15"x 18" at the approved rate of Rs. 1.98 per piece including 4% V AT, to the District T.B. Centre at 15/1, Gobinda Khatik Road, Kolkata 700 046. The District T.B. Officer is requested to receive the material, sign the delivery challan along with official stamp and hand over a copy to the supplier.

For necessary compliance please.

Sd/-
Chief Municipal Health Officer

OFFICE ORDER NO. H/00/245 OF 2011-12 DATE: 08.12.2011

As we are facing overcrowding in the Health HQs, Birth & Death Certificate Section, it is hereby ordered that any applicant/parent desiring to get birth certificate in any Borough Health Office on the spot, the Borough Office (Health) may issue the birth certificate after meeting all necessary formalities, if it is available in the system.

This order will be in vogue with immediate effect to avoid harassment of the applicants/parents and to avoid overcrowding in the Health HQs, KMC.

All the Ex. H.Os are requested to convey the above working system as desired by Hon'ble MMIC (H).

Sd/-
Manager (Health) &
In-Charge of Birth & Death
Certificate Section

Sd/-
OSD Health & Dy. CMHO

Sd/-
CMHO

OFFICE ORDER NO. H/00/265 OF 2011-12 DATE: 23.12.2011

It is learnt that some antirabies vaccinees of our ARV Clinics are not reporting on the dates given to them in our antirabies vaccination card and insisting on having ARV whenever they come. You are aware that delaying or alteration of DO, D3, D7 doses tend to alter timely attainment of immunity which is very important to prevent Rabies which is a cent per cent fatal disease. Hence it is reiterated that the antirabies vaccinees of our Clinics be urged upon taking the ARV as per schedule. It will be at the discretion of the Medical Officers to allow vaccination to the defaulters. Defaulters may also bring recommendation of Medical Practitioners to allow them to have continuation of antirabies vaccination.

For necessary compliance.

Sd/-
Chief Municipal Health Officer

MARKET DEPARTMENT

Office of the Chief Manager (Revenue, License & Market)

Office Order No. 06 of 2011-12 Date: 10.08.2011.

It is sometimes seen that applicants for mutation of stalls / slabs are submitting affidavits stating that they “intend to transfer the stalls / slabs” to the transferees or that they “intend to insert the names of the transferees”. Such statements of intent are creating unnecessary confusion while dealing with mutation cases. The transferors are supposed to obtain prior permission before transferring stalls / slabs and once such prior permission is obtained, no further statement of intent is necessary.

Hence, for mutation of stalls / slabs, only such affidavits will be accepted where the transferor swears in unequivocal terms that the stall / slab has already been transferred to the transferee(s).

Sd/-
Chief Manager (Market)

MUNICIPAL SECRETARY'S DEPARTMENT

Municipal Secretary's Circular No. 02 of 2011-12 Date: 11.04.2011

It is circulated for information of all concerned that the K.M.C. Offices/Schools, barring the maintenance and essential services, shall remain closed on Thursday, the 14th April, 2011, on the occasion of the Birthday Anniversary of DR. B.R. Ambedkar.

This issue with reference to Notification No.2741-F(P) dated the 8th April, 2011 of the Finance Department (Audit Branch). Government of West Bengal read with section 25 of the N.I. Act, 1881 (XXVI of 1881) and with approval of the Municipal Commissioner.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 05 of 2011-2012 Date: 30.04.2011

SUPPLY & FIXATION OF KHUS KHUS CURTAINS AND BAMBOO CHICKS

All concerned are hereby informed that the following contractor firm has been entrusted with the work of supply and fixation of khas khas curtain @ Rs.34.50 (Rupees Thirty-four & Paise Fifty) per Sq. Ft. and Bamboo chicks with cover @ Rs.30.50 (Rupees Thirty & Paise Fifty) per Sq. Ft.

M/s, Esteem Essence
Kolkata-700 008

All the Controlling Officers/ Heads of the Department may as per their respective requirements place supply and fixation order with the aforesaid contractor firm.

Both the rates are inclusive of all taxes and duties, delivery and fixation charges, and incidental/ other charges/ expenses.

Fixation of the materials ordered for would have to be completed by the date advised by the concerned departments/ offices to the firm. Samples of the above items have been retained in the office of the Caretaker of the C.M.O Buildings for verification.

This issues with the approval of the Mpl. Commissioner accorded on 16th April, 2011.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 07 of 2011-12 Date: 26.05.2011

Sri Tarak Singh, Councillor Wd. No. 118 has taken Oath as Member, Mayor-in-Council today i.e., on 26th day of May, 2011.

This is for information to all concern.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 08 of 2011-12 Date: 28.05.2011

Consequent upon Swearing - in as a Member, Mayor -in- Council Sri Tarak Singh is being entrusted as Member of Mayor -in- Council of the following Deptt. / Offices.

1. Chief Valuer and Surveyor
2. Entally Work-Shop
3. Institute of Urban Management
4. Printing

This order supersedes any order issued in this respect.

This order is issued with the approval of the Hon'ble Mayor.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 09 of 2011-12 Date: 09.07.2011

The Municipal Commissioner has been pleased to decide that reimbursement of mobile telephone charges will now onwards be made to the following officers/officials of this Corporation at the rates indicated against their designations/posts.

Manager : Rs 700 (Rupees Seven Hundred only) per month
Dy Manager/Asst Engineer : Rs 600 (Rupees Six Hundred only) per month
Sub-Assistant Engineer : Rs 500 (Rupees Five Hundred only) per month

This circular would supercede all previous orders/circulars of the Municipal Commissioner for reimbursement of telephone charges to such officers, and the above-mentioned rates will be in force till further order. The reimbursement would be made by the Telephone Section of the Municipal Secretary's Department as usual for such reimbursement, and such reimbursement will be effective from 01st July, 2011.

The concerned officers/officials will keep their respective connections valid and sets switched on 24 hours and seven days-a-week, and also keep their numbers specifically informed to their respective superiors, and others.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 10 of 2011-12 Date: 09.07.2011

It is hereby circulated for information of all concerned that the offer of M/S Super Rand, 6B, Bentinck Street, Kolkata-700 001, for servicing of KMC manual Type-writers (English & Bengali) for KMC Head Quarter, others Borough Offices and various Departments of KMC @ Rs. 120/- per Machine per annum has been accepted by the competent authority of the KMC w.e.f. 01.04.11 to 31.03.12 subject to following terms & conditions :-

- i) The services will be made in every alternate month basis i.e. 6 servicing in a year.
- ii) Breakdown call will be attended within 24 hours of phone call.
- iii) In case of parts replacement, charge will be extra as per actual cost.

M/S Super Rand has been allowed to repair the KMC Type-writers (both English & Bengali manual Type-writers) upto limited cost of Rs. 200/- (Two hundred) only without submitted the estimate/quotation for pretty repairing job in order to avoid delay. For smooth running of the office work, spot quotation may be obtained if the estimated amount exceeds Rs. 200/- (Two hundred) only but limited to Rs. 1000/-(one thousand) only per month.

M/S Super Rand, will collect the Type-writers from the KMC offices within the KMC area and at Palta, Boral & other offices i.e. South Suburban, Garden Reach and Jadavpur Unit and return them to the concerned office/department after repairing. The firm shall supply one substitute machine in good condition free of charges for carrying on the office work and the said machine will be taken back by the firm after the repairing Type-writers works satisfactorily. There shall be at least one year guarantee for satisfactory work.

The monthly servicing & repairing bills will be submitted by the firms to the various department and after duly passed by the departmental IFU, the bills are to be forwarded to Controller of Municipal Finance & Accounts department for making payment. The cost of servicing/repairing Type-writers of various departments is to be debited under different Budget Code of the respective departments.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 11 of 2011-12 Date: 01.08.2011

The Muslim Employees of Kolkata Municipal Corporation who observe "Fasting" during the month of "RAMJAN", may be allowed to leave office on and from 02.08.2011 to the last day of "RAMJAN" one hour earlier than usual office hour excepting Saturday and half holidays (when the office closed at 2-30 P.M.).

Prior permission for such early departure should, however, be taken from Heads of the Departments and Offices, submitting written application.

This is issued with the approval of Hon'ble Mayor dated 01.08.2011.

Sd/-
Municipal Secretary

Municipal secretary's circular No. 12 of 2011-12 Date: 05.08.2011

In exercise of the power conferred by the explanation to section 25 of the Negotiable Instruments Act, 1881 (XXVI of 1881) read with Govt. of India, Ministry of Home Affairs Notification No. 20/25/26-Pub(1), dated the 8th June, 1957, the 22nd Shrabana of Bengali Year 1418, (Monday, the 8th August, 2011), is hereby declared a Public Holiday in memory of Kabiguru Rabindranath Tagore.

Sd/-
Municipal Secretary

Municipal secretary's circular No. 17 of 2011-12 Date: 09.08.2011

In partial modification of the Municipal Secretary's circular no. 23 of 2010-11 dt. 18.12.10, the 18th of July, 2011 is hereby declared as a sectional holiday on account of Sab-e-Barat to the Muslim employees of the Kolkata Municipal Corporation.

Sd/-
Municipal Secretary

Municipal Secretary's Circular Number 19 of 2011-12 Date: 26.08.2011

All casual workers working under different private agencies in the SWM, the Sewerage & Drainage and the Municipal Secretary's and all other Departments will be paid festival ex-gratia @ Rs 400 (Rupees Four Hundred only) per such casual worker for the financial year 2011-12. The agencies will claim the amounts by way of bills from the KMC upon payment to the concerned workers including relievers who have worked regularly by turn on weekly off-days and the three national holidays of the other workers during the concerned period and if thereby constituting 18.12% of the sanctioned strength and eligible for the above amount.

Such payments need to be completed by the agencies before the respective festival occasions of the workers but not later than 23rd September, 2011.

This circular is issued in terms of the approval by the Hon'ble Mayor in anticipation of formal approval by the MIC.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 20 of 2011-12 Date: 07.09.2011

In view of the ensuing Assembly Bye-election and the Model Code of Conduct in force, in connection with the same, all Controlling Officers/HODs are kindly requested to certify, before forwarding tender notices of New Works to I & P.R. Department for publication, that such "publication will not attract the Model Code of Conduct within the area of Kolkata Electoral District w.e.f. 25.08.2011 till the election process is over".

This issues with the concurrence of Municipal Commissioner vide his approval dt. 05.09.2011.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 21 of 2011-12 Date: 8.09.2011

Sub : Allowing the Hindu employees of the Kolkata Municipal Corporation to perform 'TARPAN' during 'PITRI PAKSHA'

In consideration of performance of religious rites, the willing Hindu employees of Kolkata Municipal Corporation during the "PITRI PAKSHA" from 12-09-2011 to 26-09-2011 like previous year, may be allowed to attend office at 11-30 A.M. (without any grace period) instead of 10-30 A.M. with 15 minutes grace period in order to enable them to observe 'TARPAN' in the morning hours during the 'PITRI PAKSHA' period.

Similar facility will also be available to the employees who are engaged in jobs outside the office provided their attendance is scheduled in the morning hours.

This facility will only be strictly available to those Hindu KMC employees who will actually perform 'TARPAN' during the 'PITRI PAKSHA' and also provided, they have obtained prior written permission from their Controlling Officers.

Sd/-
Municipal Secretary

Municipal Secretary's Circular Number 22 Of 2011-12 Date: 19.09.2011

Revision of wage set-up for contractually engaged labourers/helpers/lighters/operators, etc For drainage pumping stations & electricity-lighting depts.

In terms of the Memo No. 393/Stat/2RW/32/94/LCS/JLC Dt 09th June, 2011 of the Labour Commissioner, Government of West Bengal, the Municipal Commissioner of this Corporation has been pleased to revise the wages for the contractual workers of the following categories engaged only at the Drainage Pumping Stations (DPSs) and also at the Electricity-Lighting Department as given below :

Category of workers	Proposed now for the DPSs and above stations/deptt. only (In Rs/Day)
Unskilled/ labour/sweeper	162.23
Semi-skilled/ Helper/Lighter	165.00
Skilled/ Operator/Electrician/Mechanic	169.73
Highly Skilled/ Supervisor	178.14

The above rates will take effect from 01st October, 2011 and the detailed wage-structure attached herewith would be applicable upon vetting by the F & A Department.

Sd/-
Municipal Secretary

DETAILED WAGE STRUCTURE FOR CONTRACTUALLY ENGAGED LABOURERS/
HELPERS/LIGHTERS/ OPERATORS, ETC FOR DRAINAGE PUMPING STATIONS &
ELECTRICITY-LIGHTING DEPTS ONLY

Sl. No.	Description	Super-visor Amount in Rs.	Operator/ electrician/ mechanic Amount in Rs.	Helper/ lighter Amount in Rs.	Labour/ sweeper Amount in Rs.	Remarks
	Per day wages	178.14	169.73	165	162.23	
A	Basic cost involvement perhead per month including wages of the labour engaged in weekly off day.	5418.43	5162.62	5018.75	4943.50	365 working days per annum consideration
B	Employer's contribution ESI 4.75% on A	257.38	245.22	238.39	234.81	
C	Employer's contribution EPF 12 % on A	650.21	619.51	602.25	593.22	
D	Employer's contribution EDLI 0.5% on A	27.09	25.81	25.09	24.71	
E	Employer's contribution Admn. Charge 1.11 % on A	60.14	57.30	55.70	54.87	
F	Bonus 8.33% on A	451.35	430.05	418.06	411.79	
G	3 nos National Holidays- (per day wages × 3 days)/12}	44.54	42.43	41.25	40.55	
H	Cost per head per month	6909.14	6582.94	6399.49	6303.45	
I	Contractual profit applicable (max.) 10% on H	691	658	640	630	
J	Overhead expenses 10% (Max.) on H	691	658	640	630	
H+I+J		8291.14	7898.94	7679.49	7563.45	
K	Service tax 10.3% on (H + I + J)	853.99	813.57	790.99	746.59	

Municipal Secretary's Circular Number 23 Of 2011-12 Date: 24.09.2011

Corrigendum To The Municipal Secretary's Circular Number 19 Of 2011-12
Dated 26th August, 2011

As approved by the Municipal Commissioner on 24th September, 2011 in partial modification of the Municipal Secretary's Circular Number 19 Dated 26th August, 2011, the 2nd word of the first line of the said Circular be read as "Casual/Contractual" instead of only "casual".

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 26 of 2011-12 Date: 15.10. 2011

In pursuance of the order of the competent authority of this Corporation upon opinion by the Learned Legal Advisor of this Corporation and the hearing granted on 06th September, 2011 in the chamber of the undersigned by the latter and the OSD (Roads) to M/s Allied Bitumen Complex (I) Pvt Ltd having its registered office at 98 BK Pal Avenue, Kolkata 700 005, the said firm is hereby declared to be blacklisted for a period of 02 (two) years, from the date of this circular all across this Corporation and the Earnest Money Deposited by the firm for this work shall remain forfeited (if Earnest Money was deposited by means of a Bank Instrument/Guarantee or otherwise, the proceeds may be realized in favour of this Corporation if not already so done under intimation to the concerned authorities/CMFA/Treasurer), while dues payable to it for the works already executed and/or supplies already made by it may be cleared by the concerned department(s) but the work/supply orders if already issued but not executed will stand cancelled with immediate effect; the concerned HODs/Controlling Officers may additionally issue specific cancellation orders for record and such effect.'

All the Controlling Officers are now hereby requested for immediately informing all the Heads of Departments/Executive Engineers under their control in writing the blacklisting of the said firm as above for the information of and necessary action by them and also of all the concerned officers and other employees under the Heads of Departments/Executive Engineers.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 27 of 2011-12 Date 05.11.2011

The Election Commission of India has issued a Press notification announcing election to the "Dakshin Kolkata Parliamentary Constituency" on 1st November, 2011.

In view of the same the Model Code of Conduct has come into immediate effect.

Accordingly, all Controlling Officers/HODs are hereby requested, before forwarding proposals for Tender/Works Committee or for paper publication of any new work to this end a certificate stating that :-

"The proposed work is an on-going work by nature and does not attract or infringe the Model Code of Conduct".

A copy of Press Notification of Election Commission of India is enclosed.

This Circular is being issued with concurrence of the Municipal Commissioner, KMC.

[For Press Notification please follow Mpl.
Circular No. 44 in Page - 30]

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 28 of 2011-12 Date: 14.11.2011

In pursuance of the order of the competent authority of this Corporation upon opinion by the Learned Legal Advisor of this Corporation and the hearing granted on 06th September, 2011 in the chamber of the undersigned by the latter and the DG (Civil) to M/s Ahana Construction, Civil Contractors, with its office at 1/57 Bagha Jatin, Kolkata 700 092, the said, M/s Ahana Construction, is hereby declared to be blacklisted for a period of 03 (three) years, from the date of this circular all across this Corporation and the Earnest Money Deposited by the firm for this work shall remain forfeited (if Earnest Money was deposited by means of a Bank Instrument/Guarantee or otherwise, the proceeds may be realized in favour of this Corporation if not already so done under intimation to the concerned authorities/CMFA/Treasurer), while dues payable to it for the works already executed and/or supplies already made by it may be cleared by the concerned department(s), but the work/supply orders if already issued but not executed will stand cancelled with immediate effect; the

concerned HODs/Controlling Officers may additionally issue specific cancellation orders for record and such effect.

All the Controlling Officers are now hereby requested for immediately informing all the Heads of Departments/Executive Engineers under their control in writing the blacklisting of the said firm as above for the information of and necessary action by them and also of all the concerned officers and other employees under the Heads of Departments/Executive Engineers.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 29 of 2011-12 Date: 28.11.2011

In connection with the Bye-Election to 23-Kolkata Dakshin Parliamentary Constituency the offices or units situated in the following Wards in the areas of the following Assembly Constituencies will remain closed on Wednesday, 30th November, 2011 being a public holiday for the establishments there, Under the Section 25 of the N.I Act, 1881.

Name and No. of Assembly Constituency	Ward No.
149, Kasba	66, 67, 91, 92, 107, 108
153, Behala (East)	115, 116, 117, 120, 121, 122, 123, 124
154, Behala (West)	118, 119, 125, 126, 127, 128, 129, 130, 131, 132
158, Kolkata Port	75, 76, 78, 79, 80, 133, 134, 135
159, Bhabanipur	63, 70, 71, 72, 73, 74, 77, 82
160, Rashbehari	81, 83, 84, 86, 87, 88, 89, 90, 93
161, Ballygunge	60, 61, 64, 65, 68, 69, 85

This Circular is issued with the approval of Municipal Commissioner.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 30 of 2011-12 Date: 05.12.2011

The contents of the Municipal Secretary's Circular Number 28 of 2010-11 dt 02nd February, 2011 is hereby revised as under, and the said circular is now as such fully replaced by this Circular in pursuance of the Circular No. 765/Stat/RW/68/564/LCS/JLC Dt 11.11.2011 issued by Labour Commissioner, Department of Labour, Government of West Bengal for minimum the wages for Field workers, Security Personnel, Mazdoors, Health Workers, Boat Drivers, Boat Helpers, Security Gunmen and Lift Operators, etc, the following wages have WITH EFFECT FROM 29TH SEPTEMBER, 2011 been approved by the authority of this Corporation and arrears may accordingly be paid FOR THE PERIOD TILL 31ST OCTOBER, 2011 and regular bills for the months of November 2011 onwards at the following rates till further circulars/orders :

DESCRIPTION	ASST SECURITY OFFICER	SECURITY SUPERVISOR (ARMED)	ARMED SG (Gunman ** only)/PB DRIVER (Rs.)	SG WITHOUT ARMS, SWEEPERS, OTHER CONTRACTUAL WORKERS LIKE MALIS, MAZDOOR, ETC. IN EWS & ELSEWHERE, FIELD WORKERS ETC. BOAT HELPERS (Rs.)*
Basic Wages pm	9071.00	6798.00	6180.00	5107.00
ESI - 4.75%	430.87	322.91	293.55	242.58
EPF - 12%	1088.52	815.76	741.6	612.84
EDLI - 0.50%	45.36	33.99	90.9	25.54
Admn Charge 1.11 %	100.69	75.46	68.60	56.69
Total (A)	10736.44	8046.12	7314.65	6044.65
Weekly Off days & National Holidays 18.12% on (A)	1945.44	1457.96	1325.41	1095.29
Total (B)	12681.88	9504.08	8640.06	7139.94
Total Agency Charge 10%	1268.19	950.41	864.01	713.99
Total (C)	13950.07	10454.49	9504.07	7853.93
Service Tax 10.3%	1436.86	1076.81	978.92	808.95
Grand Total	15386.93	11531.30	10482.99	8662.88

** & * Denote the Current Minimum Wages notified by the office of the Labour Commissioner, Govt. of West Bengal.

The concerned private agency will arrange for deduction and deposit of charges/taxes/contributions with the concerned government authorities and also for maintenance of the records of the ESI, the EPF, etc as applicable and will submit copies of the relevant monthly statutory Challans/ Govt. Receipts to the KMC in time. For reimbursement of livery items, the agency will be paid at the rate of Rs.100 per month per above mentioned worker/supervisor/ officer and the bill would be raised by the agencies on a monthly basis as usual. The entire cost will be met up from the Budget Fund of the KMC. The Concerned Security Agency shall depute substitute for weekly off days. This order issues with the approval of the Municipal Commissioner on 02/12/11 and that of the Hon'ble Mayor on 03/12/11. Each of the concerned agencies will ensure deduction and deposit of charges/taxes/ contributions, etc on a monthly basis and maintain records related to ESI, EPF, etc. as applicable and will submit copies of the relevant monthly statutory challans to the KMC with its bill(s) for the next calendar month.

Basic wages per month payable to Lift Operator/Liftman will be at Rs 5700 per month as higher wages for liftman is yet to be notified.

The rate of daily wages of daily-rated workers is enhanced from Rs 179 to 196 (Rs One Hundred & Ninety Six only) with effect from 01.12.2010..Eligibility will be as per the Municipal Secretary's Circular Number 28 of 2010-11,dated 2nd February,2011.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 31 of 2011-12 Date: 14.12.2011

It has come to the notice of the KMC authority, that many areas of CMO buildings and the Hogg building are cluttered with waste papers, heaps of old files and broken & unused furniture.

In view of the recent incidents of fire-hazards, it is requested, that all Controlling Officers should take personal initiative to remove this disarray from their respective offices.

Controlling Officers are requested to examine & prepare lists of such waste papers/old files/ broken & unused furniture and send specific requisition to the end of Care-Taker and/or Dy. Manager (Records) Section (as the case may be) with a copy to the undersigned.

Controlling Officers are further requested to depute responsible officers under them to keep liason with Care-Taker, and/or Dy. Manager, Records Section, in this regard.

Dy. Manager, Records Section & Care-Taker are also requested to take all possible steps, so that all such items are removed from CMO & Hogg buildings by 24/12/2011.

This Circular is being issued with the approval of Municipal Commissioner.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 33 of 2011-12 Date: 24.12.2011

In view of the sad demise of Smt. Ila Dam, Councillor of Ward No. 1 on 23.12.2011, the Corporation express its deep grief on the matter and it declares that the Corporation Offices and the Schools, excepting those Departments providing essential services, shall remain closed for the rest of the day on 24.12.2011.

This issues with the approval of the Hon'ble Mayor.

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 35 of 2011-12 Date: 28.12.2011

List of eligible employees for livery articles GR I/III/IV/V/VI for the supply year 2012

The task of preparation of list of all eligible employees (Department-Wise) by way of making entries on the Computer Livery on – line system for the supply year 2012 has already been taken up by this department. As such, it is requested to send us a list of all eligible employees of all the department in the format given below. The complete physical list (Hard copy) should reach this office positively by 10.01.2012.

Each of the departments where KMC net connection is available needs to make by 20.02.2012 necessary entries of the eligible employees' particulars on the Livery on-line system to facilitate the distribution of Livery items for the supply year 2012 after despatch of the hard copy set which is to reach this office by 10.01.2012. If required, names of two employees may be forwarded by each such department to the undersigned for training by the Manager (Systems)/ Mpl. Secretary's Department.

This issues with the order of the competent authority.

Sd/-
Municipal Secretary

List of eligible employees ofDepartment/.....

Sl. No.	Name	Designation	Emp. Id	Male/female (m/f)	Size of shoe/chappal	Size of sweater/ cardigan/warm court (closed neck)/warm trouser (waist)
01.						
02.						

Signature of the HOD/Controlling Officer & date
(Name)

Rubber Stamp

Municipal Secretary's Circular No. 37 of 2011-12 Date: 11.01.2012

In continuation of the Municipal Secretary's Circular No. 34 of 2011-2012 dt.27.12.2011, it is for information of all concerned that as per Notification No.261-F(P) dt.09.01.2012 of the Audit Branch of the Finance Deptt., Govt. of West Bengal, H.E. The Governor of West Bengal has been pleased to declare the Thursday, the 12th January, 2012 the birthday of Swami Vivekananda as a public holiday under section 25 of the Negotiable Instruments Act, 1881 (Act of XXVI of 1881.)

Sd/-
Municipal Secretary

Municipal Secretary's Circular No. 38 of 2011-12 Date: 09.02.2012

The contents of the Municipal Secretary's Circular Number 30 of 2011-12 dt 5th December, 2011 is hereby revised as under, and the said circular is now as such fully replaced by this Circular in pursuance of the Circular No. 40/RW/76/266/2000/LCS/JLC Dt 17.01.2012 & 857/Stat/2RW/32/94/LCS/JLC dt. 21.12.12 issued by Jt. Labour Commissioner, Department of Labour, Government of West Bengal for minimum the wages for Field workers, Security Personnel, Mazdoors, Health Workers, Boat Drivers, Boat Helpers, Security Gunmen and Lift Operators, etc, the following wages have WITH EFFECT FROM 1st January, 2012 been approved by the authority of this Corporation at the following rates till further circulars/orders :

Description	Asst Security Officer (Rs.)	Security Supervisor (Armed) Supervisor (Rs.)	Armed Security Guard/PB Driver/ Computer Operator/ Operator/Lift Operator/ Electrician/ Mechanic (Rs)	Field Worker/ Helper/ Lighter (Rs)	Security Guard without Arms, Mali, Mazdoor, Sweeper, Cleaner (Ash Pit) (Rs)
Basic Wages pm	9479.00	7103.00	6458.00	5871.00	5337.00
ESI 4.75%	450.25	337.39	306.76	278.87	253.50

EPF 12%	1137.48	852.36	774.96	704.52	640.44
EDLI 0.50%	47.40	35.52	32.29	29.36	26.69
Admn Charge 1.11%	105.22	78.84	71.68	65.17	59.24
Total (A)	11219.35	8407.11	7643.69	6948.92	6316.87
Weekly Off Days & National Holidays 18.12% on (A)	2032.95	1523.37	1385.04	1259.14	1144.62
Total (B)	13252.30	9930.48	9028.73	8208.06	7461.49
Total Agency Charge 10%	1325.23	993.05	902.87	820.81	746.15
Total (C)	14577.53	10923.53	9931.60	9028.87	8207.64
Service Tax 10.3%	1501.49	1125.12	1022.95	929.97	845.39
Grand Total	16079.02	12048.65	10954.55	9958.84	9053.03

The concerned private agency will arrange for deduction and deposit of charges/taxes/contributions with the concerned government authorities and also for maintenance of the records of the ESI, the EPF, etc as applicable and will submit copies of the relevant monthly statutory Challans/ Govt. Receipts to the KMC in time. For reimbursement of livery items, the agency will be paid at the rate of Rs.100 per month per above mentioned worker/supervisor/ officer and the bill would be raised by the agencies on a monthly basis as usual. The entire cost will be met up from the Budget Fund of the KMC. The Concerned Security Agency shall depute substitute for weekly off days. This order issues with the approval of the Municipal Commissioner on 07/02/2012 and that of the Hon'ble Mayor on 08/02/2012. Each of the concerned agencies will ensure deduction and deposit of charges/taxes/ contributions, etc on a monthly basis and maintain records related to ESI, EPF, etc. as applicable and will submit copies of the relevant monthly statutory challans to the KMC with its bill(s) for the next calendar month.

The rate of daily wages of daily-rated workers is enhanced from Rs 196 to 217 (Two Hundred Seventeen only) w.e.f.01.01.2012.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S OFFICE ORDER No. 17 OF 2011-12 DATE: 13.09. 2011

DUTIES OF THE DY SECURITY OFFICER AT THE CMO BUILDINGS

Streamlining of the list of the above-mentioned duties has for some time been under consideration. It has now been decided upon discussions with the concerned officers of the Department and consultations with the Additional Security Advisor that the Dy. Security Officer (DSO) posted at the CMO Buildings shall;

- Supervise the regular KMC security employees posted at the CMO Buildings except those placed under the Caretaker and supervise the Private Agency Guards engaged at the CMO Buildings but not placed under the Caretaker.
- Look after the car parking zones for the KMC vehicles outside the CMO Buildings and also supervise the Private Agency Guards posted at such zones.
- Cover the Councillors' Meetings at the "House" whenever held, with the help of the Asst Security Officers, Sergeants and Asst Sergeants under him.
- Restrict entries of people like touts, brokers, beggars, etc. and that of all types of unauthorized vehicles inside the CMO Buildings.

- Move around within the CMO Buildings every working day to restrict any further unauthorized/unlisted Tea and Food Stalls coming up as also prevent any type of hawking.
- Cover with his officials all the political and staff agitations, demonstrations, deputations and any other disturbances inside the CMO Buildings.
- Prepare duty rosters of the KMC staff under him by rotation of the staff on a monthly basis and place it by 20th of the previous calendar month before the Dy. Secretary (Security/Manpower Supply Agencies) for approval by the Additional Municipal Secretary, and upon approval get the duty roster hung up on a board for information of all concerned staff.
- Check and sign the Attendance Registers of the Private Security Guards engaged within and around the CMO Buildings under him and obtain countersignature of the Dy. Secretary (Security/Manpower Supply Agencies)/the Additional Municipal Secretary on a daily basis.
- Sign the monthly attendance sheets from the private security agencies of their guards on or before 02nd day of the next month, and if the date happens to be a holiday, by the first half of the next working day without fail to ensure compliance of the circular for timely payment of wages to the private agency guards.
- Initial the Attendance Register for the KMC staff under him and place the register before the Additional Municipal Secretary and in his absence before the Dy. Secretary (Security/Manpower Supply Agencies) on a daily basis for counter-initials.
- Ensure use of uniform and carrying of Identity Card by each of the security personnel and private agency guards placed under him.
- Supervise all the private agency guards under him when they are on duty.
- Immediately raise a written report to the Additional Mpl Secretary with a copy to the concerned Dy Secretary in case of any deviance/non-compliance by any staff or private agency guard under him or of any untoward incidence.
- Carry out duties that may be assigned to him by the Additional Mpl Secretary/concerned Dy Secretary/higher authorities.

This issues with the approval of the Municipal Commissioner.

Sd/-
Municipal Secretary

MUNICIPAL SECRETARY'S OFFICE ORDER No. 18 OF 2011-12 DATE: 13.09. 2011

DUTIES OF THE CARETAKER AS REGARDS TO SECURITY PERSONNEL UNDER HIM

Streamlining of the above-mentioned duties of the Caretaker has for some time been under consideration. It has now been decided upon discussions with the concerned officers of the Department and consultations with the Additional Security Advisor that the Caretaker shall :

- Prepare the monthly duty rosters of the Security Assistants under him on monthly rotation basis and of the private agency security guards under him by 20th of the previous calendar month and immediately place before the Additional Municipal Secretary for approval.
- Hang up a copy of the above rosters on a board in his office for information of all concerned staff and private agency security guards while a copy is to be sent forthwith to Dy Secretary (Security/Manpower Supply Agencies).
- Check attendance of the regular KMC security employees under him and also Private Agency Guards under him and initial the columns for the date in the attendance registers, and send the said registers on a daily basis to the Additional Municipal Secretary for his counter-initials, and in his absence by the above Dy Secretary.

- Sign on or before 02nd day of the next month the monthly attendance sheets submitted by the private security agencies of their guards and if the date happens to be a holiday, by the first half of the next working day without fail.
- Oversee parking of vehicles within the premises of the CMO Buildings and Entry/Exit Gates would as earlier be the responsibility of the Caretaker and he is to continue to exercise his control in this matter through the Security Assistants and the private agency guards under him.
- Ensure restriction of entry of unauthorized public including touts, brokers and the like inside the CMO Buildings.
- Ensure use of the security measure instruments, such as handheld metal detectors, under vehicle search mirrors and podders by the Security Assistants and the Private Security Guards under him at the Gates of Entry of the CMO Buildings.
- Ensure use of uniform and Identity Card by each of the security staff placed under him as also by each of all the private Security Agency Guards placed under him when they are on duty, and in case of any deviance/non-compliance/untoward incidence, he shall be held responsible if he has not raised a written report to the Municipal Secretary through the concerned Dy. Secretary/Additional Municipal Secretary immediately upon such deviance/non-compliance.

This issues with the approval of the Municipal Commissioner.

Sd/-
Municipal Secretary

PERSONNEL DEPARTMENT

D.M.C. (P)'s Circular No. 02/II of 2011-12. Date: 06.05.2011.

Sub : Extension of time limit for submission of "Declaration of Assets" as on 01.01.2011.

This is for information of all concerned that the last date of submission of "Declaration of Assets" as on 01.01.2011 has been extended upto 31.05.2011.

This is issued under the order of Municipal Commissioner dt. 06.05.2011.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C.(P)'s Circular NO.03 / VIII of 2011-12 Date :25/05/2011.

Sub : Confirmation as one time event in the career of a Corporation employee, unless he is reappointed directly to some other post of KMC.

On the recommendation of the Mayor in Council dated 02.02.2011(Item No. M13/P-1), the Kolkata Municipal Corporation in its meeting dated 28/04/2011(Agenda No.11,Item No.02) approved confirmation as one time event in the career of a Corporation employee, unless he is reappointed directly to some other post of KMC in the following manner :-

1. Under the existing system, the pre-requisite for confirmation is the availability of a permanent post on which no other Corporation employee holds a lien. The availability of

a permanent post depends upon factors such as retirement /resignation of a permanent KMC employee, confirmation of a KMC employee in a higher post, conversion of temporary post into permanent ones etc. Further, according to the present procedure, confirmation is not a one-time event in the career of a KMC employee. Generally, he has to be successively confirmed in each and every post/ service/ cadre to which he is promoted subject to the availability of permanent post in each cadre or service.

2. The exercise of identification of permanent vacant posts as well as confirmation of an employee against them has become a time consuming and complicated procedure which has to be gone through before permanent status is conferred upon a KMC employee. The delays and complexities involved in complying with the procedural requirements of confirmation often result in a situation where an employee cannot be given his due promotion.
3. Under the circumstances the Corporation have had under consideration for sometime past the issue of delinking of confirmation from the availability of permanent vacant posts and to have confirmation as an one-time event in the career of a KMC employee. After due consideration of the matter in all its aspects it is to be decided that henceforth confirmation should be delinked from the availability of permanent vacant posts and to have confirmation as one-time event in the career of a KMC employee.
4. Pursuant to the above decision, a review of all the existing rules and instructions has been made and the revised procedure to be followed in respect of various matters such as probation, confirmation, seniority, lien etc. is indicated below :

CONFIRMATION :

- i) Confirmation will be made only once in the service of KMC employee which will be in the entry post/service/ cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/ service/cadre by way of direct recruitment or otherwise;
- ii) Confirmation is delinked from the availability of permanent vacancy in the post/service/ cadre. In order words, an officer/ employee who has successfully completed the probation and passed departmental examination or undergone training, if any, as prescribed under relevant regulations may be considered for confirmation;
- iii) A specific order of confirmation will be issued when the case is cleared from all angles;
- iv) If the recruitment regulations do not prescribe any probation, an officer/ employee promoted on regular basis (after following the prescribed procedure) will have all the benefits that a person confirmed in that post /service/cadre would have;
- v) Where probation is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and incase the conclusion is that the officer is fit to hold the higher post, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time, he may revert him to the post/ service/cadre from which he was promoted, or extend the period of probation, as the case may be;
- vi) The provisions of the Kolkata Municipal Corporation Services (Appointment, Probation and Confirmation) Regulations, 1987,(Ref. Personnel Deptt's Circular No 16 of 1988-89 dated 13/04/1988) will continue to apply as before;

LIEN :

The concept of lien as the title of the KMC employee to hold substantively a permanent post will undergo a change. Lien will now represent only the right/title of a KMC employee to hold a regular post, whether permanent or temporary , either immediately or on the termination of the period of absence. The benefits of having a lien in the post/service/cadre will thus be enjoyed by all officers who are confirmed of entry or who have been promoted to a higher post

declared as having completed the probation where it is prescribed, or those who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.

The above right/title will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/ service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service. For example, if a person who is confirmed or whose probation in a higher post has been declared as having been completed or one who is holding a higher post for which there is no probation on a regular basis, reverts from deputation or foreign service and if there is no vacancy in that post/ service/cadre to accommodate him, the junior-most person will be reverted. If, however, the officer himself is the junior-most, he will be reverted to the lower post/ service/cadre from which he was earlier promoted.

This will take immediate effect; but it shall be deemed to have covered all past cases where the ad hoc appointments could not be regularized only on account of non-confirmation in the lower feeder posts, even though the K.M.C employees concerned were confirmed at some stage in their career.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C. (P)'s Circular No. 04/IVA of 2011-12. Date: 27.05.2011.

All Departments of KMC are hereby requested to send detailed vacancy report to Personnel Department in respect of the Unskilled Labour as per the following format.

Name of the Department

Name of the post	Total no. of sanctioned post	Man in position	Total no. of vacancy

The report should be sent by 30.06.2011.

This Circular is issued as per order of Municipal Commissioner dt. 19.05.2011, cancelling all previous Circulars if any, in this respect.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C. (P)'s Circular No. 05/IIIA of 2011-12. Date: 10.06.2011.

Sub : Providing Service particulars in respect of D.S.O., A.S.O., Sergeant, Asst. Sergeant, S.A. (Gr.-I, Gr.-II, Gr.-III) working in different depts. of KMC.

It is observed that service particulars available in the database of Personnel Deptt. is insufficient which hinders all usual departmental initiatives regarding the KMC employees belonging to D.S.O., A.S.O., Sergeant, Asst. Sergeant, S.A. (Gr.-I, Gr.-II, Gr.-III) cadre/ post working in different departments of KMC.

Service particulars in respect of the following employees belonging to D.S.O., A.S.O., Sergeant, Asst. Sergeant, S.A. (Gr.-I, Gr.-II, Gr.-III) cadre/ Post working in different depts. of KMC are urgently required by the Personnel Deptt. in the following format.

Sl. No.	Name & Emp. ID	Designation	Present posting w.e.f.	Previous posting w.e.f.	Posting prior to previous one w.e.f.

Particulars may kindly be sent to the Personnel Deptt. within 7 (seven) days from the date of receipt of this intimation, as it is urgently required to expedite some internal service procedure.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C. (P)'s Circular No. 07/III D of 2011-12. Date: 16.06.2011.

All Departments of KMC are hereby requested to send detailed vacancy report to Personnel Department in respect of all Semi Technical Cadres as per the following format.

Name of the Department

Name of the post	Total no. of sanctioned post	Man in position	Total no. of vacancy

The report should be sent by 30.06.2011.

This Circular is issued as per order of Municipal Commissioner dated 19.05.2011, cancelling all previous Circulars if any, in this respect.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

DMC(P)'s Circular No. 08 / 2011-2012 Date : 08.07.2011.

In terms of the resolution of Mayor – in – Council adopted in its meeting held on 06.07.2011, it has been decided that some **Sub-Assistant Engineers in Civil, Electrical & Mechanical streams** will be recruited from amongst the eligible in-house employees of the KMC by way of a departmental examination/interview by a Selection Committee of the KMC shortly.

Accordingly, applications in plain paper are invited from the interested KMC employees possessing the following eligibility criteria :

- i) A Certificate in Diploma in Civil/Electrical/Mechanical Engineering discipline from the State Council for Engineering & Technical Education West Bengal or its equivalent. And such qualification must be recorded in the Service Book of the employee as on 01.07.2011. Employees who have not recorded their qualification in the Service Book on or before 01.07.2011 shall not be eligible to apply.
- ii) The applicant must be currently working in a technical or non-technical post having a lower pay scale than that of the post of SAE ie Pay Band-4, Rs. 9000- 40500/-, Grade Pay Rs. 4400/-.
- iii) Age of the candidate shall not be more than 50 (fifty) years as on 01.01.2011.

Intending KMC employees fulfilling above criteria are requested to apply through their Controlling officers/Heads of the Departments **on or before 30.07.2011** in the following prescribed proforma :

To
The Municipal Commissioner
The Kolkata Municipal Corporation
5, S.N. Banerjee Road, Kolkata – 700 013

Sir,

With reference to the Circular No. _____ dated, I would like to offer myself as a candidate for the post of Sub-Assistant Engineer _____ (Civil/Electrical/Mechanical) in the Kolkata Municipal Corporation as an in-house employee.

My Bio-Data is given below for favour of your kind consideration.

1. Name :
2. Employee_Id No. :
3. Father's name/ Husband's name :
4. Date of Birth(as recorded in S/Book) :
5. Age as on 01.01.2011:
6. Date of joining in the KMC :
7. Name of present Department :
8. Present Designation :
9. Present Pay Band :
10. Present Grade Pay :
11. Qualification (mention only Diploma in Engineering) :
12. Date of approval of the authority for recording above qualification in S/Book (attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD) :
13. Whether SC/ST/BC/PH* (If yes, attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD) :

* Physically handicapped candidates having hearing impairment up to 50% may apply only.

I do hereby solemnly declare and affirm that the information furnished above are true to the best of my knowledge and belief.

Date:

Full signature of the candidate

N.B.: 1. Application complete in all respect must reach the Personnel Department on or before 25.07.2011 through the respective Controlling Officer / HOD positively.
2. Incomplete applications may be rejected.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C.(P)'s Circular No. 13 /VIII of 2011-12 Date: 17/08/2011.

Pursuant to the notification issued by the Audit Branch of the Finance Department, Government of West Bengal (Vide No. 1146-F(P), dated 14.02.2011) on the matter of enhancement of ceiling of maternity leave for the female State Government employees, extension of benefit of the same in case of female employees of the Kolkata Municipal Corporation was under active consideration of the authority.

After due deliberation on the matter, the KMC authority has been pleased to decide that a female employee of the Kolkata Municipal Corporation may be granted maternity leave for a maximum period of 180 days instead of the existing 135 days subject to the terms and conditions laid down in Personnel Department's Circular No. 142 of 1988-89, dated 02.03.1989 and 01 of 1990-91, dated 04.04.1990.

This Circular shall take effect from 01.08.2011.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C. (P)'s Circular No. 19/III B of 2011-12. Date: 09.09.2011.

Recently it has come to the notice of the Personnel; Department that in some cases noting of permanency and confirmation of category A and B officials in the Service Book have been done on the basis of approval accorded by the Controlling Officer of the Department without obtaining permission of the competent authority for such categories of officials.

Such noting of permanency and confirmation in respect of category A and B officials in the S/ Book without observing usual formalities and permission of the competent authority will be deemed as **unauthorized** entry and no cognizance of the same will be taken in future.

Now, therefore, to ensure proper noting of permanency and confirmation in respect of category A and B officials following guidelines are laid down for observation by the departments.

1. All such cases wherein the permanency and confirmation of category A and B officials have been noted in the Service Book on the basis of approval given by the Controlling Officer of the department shall immediately be referred to the Personnel Department along with Personal File and Service Book of the official concerned within 30th September 2011.
2. A fresh proposal for permanency and confirmation in respect of officials as mentioned above shall be raised in the prescribed format duly signed by the Controlling Officer of the Department and sent to the Personnel Department along with the case(s) mentioned in Sl. No. 1 above.
3. In case of all other officials holding category A and B posts and who have completed two or more than two years of continuous and satisfactory service from the date of appointment in the KMC, a proposal for permanency and confirmation shall be raised in the prescribed format duly signed by the Controlling Officer of the Department and sent to the Personnel Department for further processing.
4. Permanency and confirmation of all temporary/ ad hoc appointments in the C & D categories of posts under all departments/offices in the KMC shall be done as per DMC(P)'s Circular No. 26/IVA/2007-2008, dated 05.12.2007.
5. Nothing of permanency and confirmation made in the Service Book in respect of all categories of employees without following procedures as detailed in above-mentioned paras shall be deemed as unauthorized entry and no cognizance of the same will be taken in future.

This Circular issues with the approval of the Municipal Commissioner, dated 23.08.2011.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

DMC (P)'s CIRCULAR NO. 23 of 2011-2012 Dated 25.10.2011.

Pay of the KMC employees on promotion to higher post in the higher scale or promotion to higher scale is fixed on the basis of their option exercised in this regard. Such option, once exercised is final. Sometimes change in such options becomes necessary for avoiding loss of pay of the concerned employee subsequently. The Kolkata Municipal Corporation in consideration of the financial loss of the concerned employee allows such change in option to avoid his perpetual loss in pay in relaxation of the existing rules with the stipulation that (i) effect of change of option would be notional and actual effect would be given from the date of issue of the order; (ii) overdrawal due to change of option should be recovered. After promulgation of ROPA Rules, 2009 the payment of arrear due to change of option is being allowed w.e.f 01.04.2008 in respect of the cases prior to 01.04.2008, similar decision was taken in respect of payment of arrears for stepping up of pay. A question has been raised regarding payments of arrears w.e.f the due date for change in option and stepping up of pay.

The KMC authority has decided to apply, *mutatis mutandis*, following decisions in line with Government of West Bengal, Finance Department, Audit Branch Memo. No. 950-F(P), dated 4th February, 2011 on the matter under consideration :

- 1) (a) Change of option for fixation of pay on promotion to higher post in higher scale or promotion to higher scale prior to 01.04.2008 may be allowed to the advantage of the concerned employee but overdrawal due to change of option should be recovered in full and actual effect of change of option would be allowed w.e.f 01.04.2008.
- (b) For similar change of option after 01.04.2008, actual effect will be allowed w.e.f the date of issue of the order regarding the change of option subject to recovery of the overdrawal as indicated at (a) above.
- (c) Change of such option prior to 01.01.1996 will not be allowed if the same involves change in option under subsequent ROPA Rules.
- (d) Change in option under different ROPA Rules will not be allowed except when such change becomes necessary due to order of Court or delayed decision of the Government in upgradation or otherwise in the scale of pay of a post.
- 2) For stepping up of pay under the provisions of KMC Service Regulations and under different ROPA Rules -
 - (a) Actual effect from the date of stepping up of pay shall be allowed in respect of the cases prior to 01.01.2006 up to 31.03.2008 in the unrevised scale of pay under the ROPA Rules, 1998;
 - (b) For cases between 01.01.2006 and 31.03.2008, provisions of ROPA Rules 11 of CMFA's Circular 23 of 2008-2009, dated 07.03.2009 in the matter of payment of arrear would apply when stepping up is allowed in the revised scale of pay under Note 5 below Rule 6 of CMFA's Circular 23 of 2008-2009, dated 07.03.2009.
 - (c) For cases after 31.03.2008 actual benefits from due date will be allowed after considering the cases under relevant rules.

This circular is strictly meant for change of option with regard to ROPA Rules 2009. All other cases of option change will be dealt with as per existing rules and circulars prevalent in the KMC.

Since this Circular is issued in anticipation of approval of the State Government, the functional departments are instructed to obtain undertaking from the concerned employee before extending such benefit to the effect that in case of excess payment, recovery will be made from adjustment from salary or terminal benefits whichever is earlier.

Sd/-
Dy. Mpl. Commissioner (P)

D.M.C. (P)'s Circular No. 25/III C of 2011-12. Date: 01.11.2011.

All concerned are hereby informed that different categories of staff were transferred and posted on lateral basis in a number of Office Orders issued by this department Vide Office Order No. DMC(P)/PT/054/IIIC/2011-12 dated 09.06.2011; DMC(P)/PT/78/IIIC/2011-12 dated 13.07.2011; DMC(P)/PT/83/IIIC/2011-12 dated 18.07.2011; DMC(P)/PT/88/IIIC/2011-12 dated 23.07.2011; DMC(P)/PT/098/IIIC/2011-12 dated 29.07.2011 & DMC(P)/PT/103/IIIC/2011-12 dated 03.08.2011.

Subsequently, some of the officials transferred against above mentioned office orders were directed to work in their previous department up to 31.10.2011 only vide Office Orders No. (i) DMC(P)/PT/112/IIIC/2011-12 dated 09.08.2011 (ii) DMC(P)/PT/123/IIIC/2011-12 dated 17.08.2011; DMC(P)/PT/129/IIIC/2011-12 dated 20.08.2011.

Upon receiving request from some department to extend the said date line i.e.31.10.2011, the matter was reviewed by the authority and it was decided that the tenure of posting of all such officials working in their previous department will be **extended from 01.11.2011 up to 31.03.2012.**

This circular issued with the approval of Municipal Commissioner dated 31.10.2011.

Sd/-
(A Bandyopadhyay)
DMC(P)

D.M.C(P)'s Circular No. 27/IVA of 2011-12 Date : 04/11/2011.

All Controlling Officers and Head of the Departments are requested to furnish list of unskilled labours under their Control for those whose service have been terminated due to long absence for more than one year under the existing provision of service regulations.

The list of such employees are required to be furnished for the last 3(three) years separately commencing from 1st day of January, 2009 to 31.12.2009 likewise to ascertain the number of employees being extended the terminal benefit per year due to premature termination.

The last date of submission of such list is 21.11.2011.

This Circular is issued in terms of the order of **Municipal Commissioner dated 18.10.2011** superseding all previous Circulars in this regard, if any.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C. (P)'s Circular No. 31 of 2011-12. Date: 16.06.2011.

On the recommendation of the Mayor-in-Council at its meeting, dated 03.09.2011, the Kolkata Municipal Corporation at its meeting, dated 20.09.2011, decided to modify the 'Note' appended below the R/R for the Cadre/Post of Teacher in serial no. 9 of Circular No. 69 of 1994-95, dated 23.12.1994 as follows :

'Note' as existing	'Note' to be read as
Each Cadre of Head Teacher, Asst. Head Teacher and Teacher will be medium wise i.e. Bengali, Hindi and Urdu	Each Cadre of Inspector, Head Teacher, Asst. Head Teacher and Teacher will be medium wise i.e. Bengali, Hindi and Urdu.

All other particulars relating to the R/R for the posts under the KMC Subordinate Education Service will remain unchanged.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C. (P)'S CIRCULAR NO. /38/IVA /2011-12 Date: 01/02/2012.

As per DMC (P)'s Circular No. 30/IVA/2009-10 dated **02/12/2009** the reckonable date for inclusion of educational and other qualification(s) since left out in respect of KMC employees, expired on **31.12.2009**.

However it is observed that during subsequent period several proposals were processed from various departments of the KMC seeking inclusion of educational / other qualification(s) hitherto unreported or suppressed by employee(s). Under this circumstance the issue of granting further opportunity for inclusion of academic and other qualification(s) of the employee(s) in the Service Book has been duly examined and considered by authority in its true perspective.

Now, after due consideration of the matter, authority has been pleased to extend the date of inclusion of such educational and other qualification(s) of employees in the Service Book up to **01.03.2012** keeping all other terms and conditions of the Circular No. **17/2004-2005** dated **19.11.2004** unchanged.

This is issued with the approval of Municipal Commissioner dated 24/01/2012.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

D.M.C.(P)'S CIRCULAR NO. 39/VIII OF 2011-12 DATE : 01.02.2012

Sub : Modification of R/R for the post of Medical Officer (Specialist) Chest Clinic under Health Department.

On the recommendation of the Mayor-in-Council at its meeting, dated 25.11.2011, the Kolkata Municipal Corporation at its meeting dated 19.12.2011 decided to modify the R/R for the post of Medical Officer(Specialist), Chest Clinic under the Health Deptt. KMC as contained in Circular No. 75 of 96-97, dt. 30.01.97 in the manner stated below :

Existing Regulation for the post of Medical Officer(Specialist) Chest Clinic	Modified R/R
<ol style="list-style-type: none">1. MBBS Degree from a recognised University.2. A post graduate degree/diploma like DTDC, M.D(Chest) for Chest Clinics & T.B. Hospital3. Three (3) years experience in the respective field.4. Age not more than 35 years on the 1st January of the year of advertisement.	<ol style="list-style-type: none">1. MBBS Degree from a recognised University.2. A post graduate degree/diploma like DTDC, M.D(Chest) for Chest Clinics & T.B. Hospital3. Age not more than 37 years on the 1st January of the year of advertisement.4. The relaxation of five years will be admissible, in the upper age limit (37 years), to those applicants who are working in the Corporation The age relaxation is not applicable to those cases where relaxation of age is admissible by any other laws or acts.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

Date : 20. 4. 2012

Corrigendum 1 of D.M.C.(P)'s Circular NO. 39 /VIII of 2011-12 dt. 01/02/2012.

In partial modification of the D.M.C.(P)'s Circular No.39/VIII of 2011-12,dated 01.02.2012, it is to be stated that the word '**DTDC**' in **the 2nd row of the Modified R/R**, is to be read as '**D.T.C.D**' and the rest of the Circular remain unchanged.

Sd/-
(A Bandyopadhyay)
OSD & DMC(P)

SERVICE RECORDS & ACCOUNTS DEPARTMENT

Municipal Commissioner's Circular No. Ch. Manager/Pen./Cir/001/2011-12 Date: 30.05. 2011.

Re : Simplification of disbursement of terminal benefits of K.M.C. employees.

It is observed with concern that in several cases the K.M.C. claim/liabilities viz. H.B. loans, C.C. Co-operative Bank loans, C.C. Credit Society claims, unadjusted advances either in Official capacity and/or Personal capacity, repayment of excess drawn amount, rent/ licence fees of K.M.C quarters etc. are not being settled by the concerned functional department resulting delay in processing the pension files of ex-employees at the Pension Cell.

It is advised that all such K.M.C. claims, if any, be settled by the respective functional departments before forwarding the files relating to retiral / terminal benefits of any employee to the Pension Cell and the final amount of K.M.C. claims be noted in the Pension Form No. 1 for recovery from the retiral benefits/ gratuity amount clearly mentioning the respective B.I. Code for depositing the recovery-amount to the K.M.C. Treasury.

All Controlling Officers, Heads of Departments/ Offices/ Directorates, Borough Executive Engineers are requested to note it for information & Compliance.

Sd/-
(ARNAB ROY)
Municipal Commissioner

Circular No. Ch. Manager /Pens./Cir/002/2011-12 Date: 18.01 2012.

Re : Grant of Relief on Pension to the Pensioners/ Family Pensioners of the Kolkata Mpl. Corporation w.e.f. January 01, 2012.

In pursuance of the Memo No. 277G/ MA/ N/ C-2/1G-12/ 2011 dated 11.01.2012 of the Department of Municipal Affairs, Government of West Bengal, it has been decided by the Authority of the Kolkata Municipal Corporation that Dearness Relief of monthly pension / family pension shall be paid to the pensioners / family pensioners of the K.M.C. at the rate of 45% of basic pension/ family pension with effect from January 01, 2012 onwards in supersession of the rate mentioned in the Memo. No. 519/MA/O/C-9/2P-29/2009 dated 02.12.2010 of the Department of Municipal affairs, Govt. of West Bengal.

Payment of relief on pension / family pension involving a fraction of rupee shall be rounded off to the next higher rupee.

As relief will now be at uniform rate of 45%, the calculation of the quantum of relief on pension/ family pension payable to be done for each individual case by the Pension Cell.

Other provisions governing grant of relief to pensioners not mentioned in this Circulars such as regulation of relief during employment/re-employment, regulation of relief where more than one pension is drawn etc. will remain unchanged.

This Circular is issued at the instance of the Municipal Commissioner.

Sd/-
Chief Manager (S.R.&A.C. & Pension.)

SUPPLY DEPARTMENT

Office Circular no. DMC(S)/01/2011-2012 Date: 19.05.2011.

It is to inform to all concerned that the requisition sent by the user department for purchase of any item should have endorsement of Controlling Officer of the concerned department, without which no requisition can be dealt with.

All the officers and staff who deal with purchase matters must follow the above guideline before processing any purchase proposal. Any deviation will be viewed seriously.

Sd/-
Dy. Municipal Commissioner
(Supply)

CIRCULAR NO. DMC(S)/03/2011-2012 DATE: 29.03.2012

Sub : Physical stock verification of stores as on 31.03.2012

With an eye to complete physical verification of stores as on 31.03 .20 12, it has been envisaged that such verification be carried out by the following officials as mentioned below which will commence on and from 02.04.2012 and should be completed by 13.04.2012 for Central Stores and 21.04.2012 for Outside Stores. The physical verification of all Oil Garages will be conducted on 31.03.2012 between 2-00 P.M. to 6-00 P.M.

FIVE CENTRAL STORES
From 02.04.2012 to 13.04.2012.

Sl. No.	Name of Store	Official Team	Dates
1.	Misc. Store	A.C.S., A.O.	04. 04. 2012 to 13. 04. 2012
2.	Water Works	A.C.S., A.C.S., A.O.	02. 04. 2012 to 13. 04. 2012
3.	Lighting Stores	A.C.S., Inspector	04. 04. 2012 to 13. 04. 2012
4.	Motor Stores	A.C.S., Inspector	02. 04. 2012 to 13. 04. 2012
5.	E.W.S.	A.C.S., Inspector	04. 04. 2012 to 13. 04. 2012

OUTSIDE STORE
16.04.2012 to 21.04.2012

Sl. No.	Name of Store	Official Team	Dates
1.	Palta Store	A.C.S., A.O.	16. 04. 2012 to 17. 04. 2012
2.	Tollygunge Store	A.O.	17. 04. 2012
3.	Alipore Store	A.C.S., A.O.	18. 04. 2012 to 19. 04. 2012
4.	Cossipore & Manicktalla Store	A.C.S. & Inspector	18. 04. 2012 to 19. 04. 2012
5.	Tallah & Bagbazaar Store	A.C.S., A.O.	18. 04. 2012 to 19. 04. 2012
6.	Behala Store	A.C.S., A.O.	20. 04. 2012 to 21. 04. 2012

Controller/ICMP will keep close monitoring of entire physical verification programme and also maintain close liaison with D.M.C. (Supply).

General Guidelines

1. Receipt and issue of materials from stores will remain suspended during the period of physical counting.
2. The concerned store-keepers and store attendants should remain present during the period of counting and assist the counting team.
3. Concerned store keepers should collect store-wise counting sheet from computer section in consultation with Dy. Manager (system) before commencement of concerned store.
4. Store Keepers are hereby directed for proper stacking of materials for perfect Counting.
5. Store Keepers of Oil Garage Stores will get their ledger checked. Concerned A.C.S. (Store) will form up a team to get the Ledger verified.
6. In case of extreme emergency materials may be issued from Central Stores with the permission of Controller of Stores & Purchase.

ACS will draw up budgetary provision comprising of labour engagement, purchase of stationery articles, hiring of vehicle (if required) for conducting the physical counting along with other related proposals.

It is imperative to mention that work should commence from 02.04.2012 and complete by 13.04.2012 for Central Stores and from 16.04.2012 to 21.04.2012 for outside stores. Any deviation will be viewed seriously.

Sd/-
Dy. Municipal Commissioner
(Supply)

CIRCULAR NO. DMC(S)/04/2011-2012 DATE: 29.03.2012

Sub : Physical Stock Verification of Stores as on 31.03.2012.

It is intimated to all concerned that physical verification of stock as on 31.03.2012 in all the stores of Supply Department will commence on and from 02.04.2012 and will continue up to 21.04.2012, 1st phase of physical verification will involve all five Central stores which will commence

from 02.04.2012 to 13.04.2012. 2nd phase of physical verification will cover all the outside stores which will commence from 16.04.2012 to 21.04.2012. The physical verification of all Oil Garages should be conducted on 31.03.2012 between 2 P.M. to 6 P. M. The transaction of oil/lubricants from 2-00 P.M. to 6 P.M. from all oil garages will be suspended.

All the stores will remain close during the period of physical verification and no materials will be issued. All Store Keepers of oil garages should strictly ensure that no oil is transacted between 2 P.M. to 6 P.M.

Accordingly, all user departments are requested to take issue of materials on or before 31.03.2012. In case of extreme emergency materials may be issued from stores only with the prior permission of Controller of Stores & Purchase.

This circular is issued with the approval of Municipal Commissioner dated 29.03.2012.

Sd/-
Dy. Municipal Commissioner
(Supply)

Circular No.: DMC(S)/5/2011-2012 Date: 29.03.2012

The physical verification of all Oil Garages should be conducted by the following officers on 31.03.2012 between 2 P.M. to 6. P.M.

Sl. No.	Name of Oil Garages	Name of Officers/Staff
1	Central Garage	Controller of Stores & Purchase Controller/ICMP
2	Dist. I & II Garage	A.C.S./Inspector
3	Chingrihata Garage	A.C.S.
4	South Garage	A.C.S./A.O.
5	Dhapa Garage	A.C.S.

The report should be submitted by the above officials on 03.04.2012 to Controller of Stores & Purchase positively. Controller of Stores & Purchase and Controller/ICMP will submit their report to DMC (Supply) accordingly.

The compiled report through computer system should be submitted by Dy. Manager with signature to C.S. & P/DMC (Supply) on 05.04.2012.

The transaction of Oil/lubricants from 2 P.M. to 6 P.M. from the aforesaid Oil Garage will be suspended.

All Store Keepers should strictly ensure that no oil is transacted between 2 P.M. to 6 P.M. on 31.03.2012.

Sd/-
Dy Municipal Commissioner
(Supply)