



**Empowering with information**

**COMPENDIUM OF IMPORTANT  
DEPARTMENTAL CIRCULARS / ORDERS**

**2012 - 13**

**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 : 2<sup>nd</sup> May, 2014



(Khalil Ahmed)  
Municipal Commissioner



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<b>OFFICE OF THE JOINT MUNICIPAL COMMISSIONER (GENERAL &amp; DEVELOPMENT)</b>				
<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Department Concerned</b>	<b>Page No.</b>
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1	28/09/12	All Exe. Engineers, Building are to remain vigil regarding filing of cases U/s 392 and 401A of the KMC Act, 1980 before the Municipal Magistrate Court.	DG-II	116

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8	06/06/12	Notice of completion under rule 27 of Building Rules,2009 should accompany and up to date "No Outstanding Certificate" from Assessment Dept. alongwith other documents as specified under the rule.	DG	119
9	15/06/12	All completion certificates should accompany "No Outstanding Certificate" from Assessment Dept. of KMC.	DG	119
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12	07/06/12	Clarification as per rule 77(2) of Building Rules, 2009 in respect of residential building (up to height of 15.5 Mtr.) projection may be allowed from 1st floor onwards up to mandatory site open over the 4 mtr. Wide drive way.	DG	120
15	08/08/12	Recommendation made by "Municipal Building Committee" approved by MIC in respect of tenanted buildings and age old dilapidated buildings bill with application under Rule 142 of Building Rules 2009.	DG	120
16	18/08/12	KMC is directed not to issue any building plan or to regularize any construction on the embark of drainage canals as issued by Secretary, I&W Dept., Govt. of WB.	DG	122
18	09/12/12	Site inspection date and time may be put on the acceptance later which is being generated through computer during submission of plan cases.	DG	124
19	31/12/13	For speedy disposal of the plan cases and augmentation of revenue, pending plan cases should be disposed of in a "Camp Mode" at the office of the respective Borough Offices.	DG	125
19	25/09/12	Routine inspection at different construction sites to be carried out by Exe. Engineers, Bldg. Dept. (Borough - I to Borough - IX) in order to prevent spread of Malaria.	DG	126
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<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
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<b>EDUCATION DEPARTMENT</b>				
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12	07/05/12	Job allotment of Deputy Manager ( Education ) newly joined in the Education Department.	Chief manager (Education)	127
15	11/05/12	Engagement of Female Helper ( Ayahs ) in KMCP School for PP and Class- I.	Chief manager (Education)	128
27	03/07/12	Head Teacher and Teacher in charge of concerned KMCP School where the Contractual Teacher engaged is directed to send Duty Certificate in every month within 2 <sup>nd</sup> Week of the following month.	Chief manager (Education)	129
29	13/07/12	Timely attendance in School and Maintenance of Stock Register.	Chief manager (Education)	129
49	06/09/12	Allotment order of Rice.	Chief manager (Education)	129
52	12/09/12	BPL Survey 2012.	Chief manager (Education)	130
55	17/09/12	Para Teachers / Contractual Teachers / Shahahikays of Sarbo Sikha Mission are directed to join in BPL Survey Work.	Chief manager (Education)	130
60	26/09/12	School timing of KMCP schools	Municipal Commissioner	131
64	09/10/12	The Deputy Education Officers as well as Administrative Officers of Education Department to route all the files to Education Officer before it is placed before Chief Manager (Education)	Chief manager (Education)	131
71	17/10/12	Duty allotment of Deputy Education Officer and Inspector of School.	Chief manager (Education)	131
89	20/12/12	Starting of Montessori Classes in KMCP Schools.	Chief manager (Education)	132
90	20/12/12	Job allotment of all the officers and staffs of the Education Department under KMC.	Municipal Commissioner	132
92	29/01/13	Enrolment of learners under various KMCP Schools.	Chief manager (Education)	134
102	21/02/13	Distribution of school uniform for the students of the KMCP Schools.	Chief manager (Education)	135
103	20/02/13	A persistent effort has to be made to retain all the students who have been already enrolled in the school(s).	Chief manager (Education)	135
105	21/02/13	Allotment of fund towards Honorarium to Cook cum helper for KMCP Schools.	Chief manager (Education)	136

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
107	04/03/13	Collection of Library – Books from Children’s Book Fair to be held on & from 7 <sup>th</sup> March to 12 <sup>th</sup> March, 2013 organised by SSM Kolkata in collaboration with Publishers & Booksellers Guild.	Education Officer	136
164	01/01/13	Distribution of Text Books for the Session - 2013.	Chief manager (Education)	137
168	03/01/13	Corrigendum of school timing of KMCP Schools Urdu Medium.	Municipal Commissioner	137
<b>FINANCE &amp; ACCOUNTS DEPARTMENT</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
1	07/04/12	Modified final list of B.I Codes after rearrangement and merger w.e.f. 01/04/2012.	C.M.F.A.	138
3	11/05/12	Schedule of rates on professional tax payable by salaried persons and wage earners w.e.f. 01-04-2012.	C.M.F.A.	140
4	11/05/12	Order/approval of authority in regard to transfer of fund from one budget head to another and order in respect of revision of budget should be forwarded to Addl. CMF&A for recording in the computerized system of Finance and Accounts deptt. and CRN module.	C.M.F.A.	141
5	02/07/12	To ensure deduction/collection of tax at source in respect of payments/collections from resident assesses during the financial year 2012-13 under different sections of TDS/ TCS provisions of the I.T.Act, 1961.	C.M.F.A.	142
6	08/08/12	Grant of Ad-hoc Bonus to the Employees of KMC for the year 2011-12.	C.M.F.A.	145
7	08/08/12	Grant of interest free Festival Advance/ Ex-gratia to the Employees of KMC for the year 2012-13.	C.M.F.A.	146
Communique	14/08/12	All Controlling Officers are to circulate the Mandate Form among the contractors / agencies for the purpose of introduction of E- payment.	C.M.F.A.	148
8	28/08/12	Release of remaining 50% of the third instalment of arrear due to revision of pay and allowances as per recommendations of 5 <sup>th</sup> Pay Commission.	C.M.F.A.	148
9	29/08/12	Manner of processing of files/bills on the part of F & A deptt. in respect of Lighting Zone-IV and Zone-V.	C.M.F.A.	148
10	01/09/12	Controlling officers to ensure that all contractors/agencies possess bank account alongwith other statutory documents before awarding tender.	C.M.F.A.	149
11	09/10/12	Controlling Officers/HODs/Br.Ex.Engineers to submit the Budget Estimate for 2013-14 and Revised Estimate for 2012-2013 as per the programme in prescribed format.	C.M.F.A.	149
12	22/11/12	All heads of deptts./offices/Units are to obtain photocopies of Certificate of Registration of the contractors, under the WBVAT, Act, to facilitate submission of monthly STDS return electronically.	C.M.F.A.	150
13	06/12/12	In continuation to F & A Deptt. Circular No. 5 of 2012-13 dated 02-07-2012, 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 2013, i.e. Salary Bill of February 2013, payable in March, 2013.	C.M.F.A.	150



<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
14	08/01/13	Grant of Dearness allowance to the employees of the Kolkata Municipal Corporation with effect from 1 <sup>st</sup> January, 2013.	C.M.F.A.	155
Order No. 37	09/01/13	Speedy disposal of MPLAD-BEUP Bills at the end of IFU(s).	C.M.F.A.	156
<b>HEALTH DEPARTMENT</b>				
<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
Cir.64	28/05/12	An additional ARV centre for human victims of animal bites under Br-X will get underway at WHU-96 on and from 1-06-2012.	Chief Municipal Health Officer	157
Cir.145	17/07/12	No organ counting of stray dogs will be allowed before proper observation and satisfaction of records by the representative of ARD Department GoWB.	Chief Municipal Health Officer	157
Cir.219	17/08/12	All Ex. Health Officers are to make arrangements to the Food Safety Officers for smooth functioning of works as laid down in F.S.S. Act, 2006 and Rules and Regulations made thereunder.	Chief Municipal Health Officer	158
Notifica-tion-270	01/09/12	Birth Certificates with sl no. 50001 to 100000 and bearing no Registration number are invalid and be treated as cancelled. A Single window Cell at Town Hall to facilitate the issuance of Birth Certificates afresh.	Chief Municipal Health Officer	158
299	11/09/12	Medical Officers from the West Bengal Health Services have joined KMC to combat dengue menace and will work on Sundays and holidays.	Chief Municipal Health Officer	158
301	12/09/12	Health personnel have been entrusted with specific responsibilities to strengthen vector control activities in the context of ongoing episode of dengue in some parts of the city.	Chief Municipal Health Officer	159
303	13/09/12	Deployment of all Honorary Health Workers and First Tier Supervisors of three Health Projects viz. C.U.D.P-III, C.S.I.P.(H) and IPP-VIII during Sundays and holidays.	Chief Municipal Health Officer	159
307	17/09/12	Birth and Death Certificates of Joka-I & II will be issued from Br-XIII & Br- XIV.	Chief Municipal Health Officer	159
309	17/09/12	Ambulance to be placed at Haj House. Ex H.O. Br-VII will ensure primary medical care services to the Haj pilgrims and / or their relatives from ward 64.	Chief Municipal Health Officer	160
326	22/09/12	Ex. Health Officers are to undertake Active / Contact Surveillance of Pf positive malaria cases immediately by use of RDK wherever such positivity is found to be more than 5%.	Chief Municipal Health Officer	160
330	24/09/12	Measures to taken in some wards under Borough-IV, V and VI in view of rising trend of malaria with specific emphasis on Vector Control work from Br- II to Br-IX.	Chief Municipal Health Officer	160
411	13/12/12	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 2012-13 in terms of the executed agreement.	Chief Municipal Health Officer	161

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
442	01/01/13	Allotment of duty and work procedure and duty timings to be followed at Dhapa Dog Pound of KMC to implement the Scheme for Birth Control and Immunisation of Stray Dogs of AWBI smoothly.	Chief Municipal Health Officer	162
443	02/01/13	Duties and Responsibilities of Ward Medical Officer, Health Supervisor, Borough Vector Control-in-Charge, Borough rapid Action Team and Ward Vector Control -in-Charge.	Chief Municipal Health Officer	163
528	01/03/13	Staff under SUDA Projects will be engaged in KMC work from 8am to 11am and those of SUDA projects from 11am to 2 pm.	Chief Municipal Health Officer	166
539	14/03/13	Cash/fees for Birth & Death Certificates will not be accepted in the Cash Counter, without the written permission of the Sub-Registrars.	Special. Officer Health	166
541	15/03/13	Health Department may cross-check from the courts in Kolkata from where the 1st Class Magistrate's Order was issued for getting Birth and / or Death delayed Registration done from KMC.	Special Officer Health	167
<b>MUNICIPAL SECRETARY'S DEPARTMENT</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
1	02/04/12	First meeting of all the fifteen Boroughs, wherein the Chairperson will be elected, is needed to be held in April, 2012 for the financial year 2012-13 and the list of Hon'ble MMICs are to chair the first meeting of the respective Boroughs as per the schedule.	Municipal Secretary	167
3	05/04/12	In partial modification of Municipal Secretary's Circular No. 1 dated 2 <sup>nd</sup> April, 2012 it is notified that Sri Debabrata Majumder, MMIC (SWM, A. C.) will chair the meeting for election of Chairperson of Borough-V on 12.04.2012.	Municipal Secretary	168
3	13/04/12	In partial modification of the schedule of Borough Committee Elections, communicated through Circular No. 01 of 2012-13, the date of Election of Borough Committee- IX, has been preponed from 17.04.2013 to 16.04.2012, which is to be chaired by Shri Atin Ghosh, MMIC (Health).	Municipal Secretary	168
4	18/04/12	In partial modification of the schedule of Borough Committee Elections, communicated through Circular No. 01 of 2012-13, the Election of Borough Committee-VIII is to be held on 19-04-2012, where the time has been preponed from from 2.00 P.M. to 12.00 Noon.	Municipal Secretary	168
7	08/05/12	M/s Binod Kumar Anil Kumar, Manufacturers and Stockists of Iron & Steel Materials and General Order Suppliers of 49, Nalini Sett Road, Kolkata 700 007 is declared to be blacklisted for a period of 03 (three) years.	Municipal Secretary	168
9	23/05/12	Supply and fixation of Khas Khas Curtains and bamboo chicks with blue cloth cover.	Municipal Secretary	169
10	19/07/12	C.O.s/ H.O.D.s of different department of the KMC will approach the Printing Press for their Printing Jobs before negotiating such works with outside agencies/ Press.	Municipal Secretary	169
11	19/07/12	Muslim Employees of the Kolkata Municipal Corporation who observe "Fasting" during the month of "RAMJAN", may be allowed to leave office on and from 21.07.2012 to the last day of "RAMJAN" one hour earlier than usual office hours excepting Saturday and half holidays.	Municipal Secretary	169

Circular No.	Date	Brief Description	Issued By	Page No.
12	25/07/12	Chairman of Borough-XI will discharge the duties of the Chairperson of Borough-XII, like day to day functioning and disposal of files, till Chairperson of Borough-XII resumes her office.	Municipal Secretary	170
13	01/09/12	Holding of Mayor-In-Council meeting on every Friday of the week at 2-00 P.M. All Controlling Officers are requested to send their agenda notes to the Meeting Records Section of the Mpl. Secretary's Dept by 1-00 P.M. of every Thursday of the week.	Municipal Secretary	170
14	25/09/12	All of the KMC casual/contractual workers working under different private agencies in all the departments will be paid festival ex-gratia @ Rs 500 (Rupees Five Hundred only) per such casual/contractual worker for the year 2012.	Municipal Secretary	170
17	29/09/12	Allowing the Hindu employees of the Kolkata Municipal Corporation to perform 'TARPAN' during 'PITRI PAKSHA'.	Municipal Secretary	171
19	17/10/12	In connection with the ensuing Durga Puja festival, Offices and the schools of Kolkata Municipal Corporation, excepting essential services, shall remain closed on 26 <sup>th</sup> October, 2012.	Municipal Secretary	171
20	10/11/12	All workers working under Urban Employment Scheme in all the departments of the KMC will be paid festival ex-gratia @ Rs.1,000/- (Rupees One thousand) only for the year 2012.	Municipal Secretary	171
21	14/11/12	19 <sup>th</sup> November, 2012 is also hereby declared as a SECTIONAL HOLIDAY for such KMC Non-Bengalee employees who actually perform <i>Chhat</i> Puja traditionally.	Municipal Secretary	172
23	10/12/12	7 (seven) Casual Leave days during each of the half-years with respect to calendar year, are to be allowed to contractual employees/workers engaged directly or through agencies working in the KMC.	Municipal Secretary	172
25	28/12/12	List of Holidays and Sectional Holidays to be observed in the offices of the Kolkata Municipal Corporation during the year 2013.	Municipal Secretary	173
26	31/12/12	Minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen and Lift Operators, etc, the wages have with effect from 1 <sup>st</sup> July, 2012 been approved by the authority of this Corporation at the mentioned rates.	Municipal Secretary	174
27	21/01/13	Due to sad demise of Shri Kamal Kumar Basu, Hon'ble Ex-Mayor, of Kolkata on 21/01/2013, the Corporation expresses 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 from 2:00 PM on 21/01/2013.	Municipal Secretary	175
28	30/01/13	Sri Swapan Samaddar, Councillor, Ward 30, Smt. Mitali Banerjee, Councillor, Ward No. 99, & Sri Sushanta Kumar Ghosh, Councillor, Ward No. 107, have taken Oath as respective Member, Mayor-in-Council on 30 <sup>th</sup> January, 2013.	Municipal Secretary	175
30	01/02/13	In view of the sad demise of Mihir Kumar Saha, Councillor of Ward No. 24 of Kolkata Municipal Corporation on 31/01/2013, the Corporation expresses its deep grief on the matter and it declares that the Corporation Offices and the Schools, excepting those Departments providing essential services, shall remain close for the day on 01 <sup>st</sup> February, 2013.	Municipal Secretary	176

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
34	30/03/13	The first meeting of all the fifteen Boroughs, wherein the Chairperson will be elected, is needed to be held in April, 2013 for the financial year 2013-14.	Municipal Secretary	176
<b>PERSONNEL DEPARTMENT</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
01/IVC	05/04/12	Division IVC of Personnel Department (Special Regulation Cell) will conduct a programme entitled 'Orientation Course on Special Regulation' at I.U.M.	D.M.C.(P)	177
8/II	05/05/12	Extension of time limit for submission of Declaration of Assets as on 01-01-2012.	D.M.C.(P)	177
09/IIID	11/05/12	Selection committees for semi technical cadres of Engineering Depts. Of KMC will comprise of a single member committee for promotion to higher post.	D.M.C.(P)	177
10/IIIA	05/06/12	Enhancement of gross monthly remuneration of some Contractual Staff of Health Department of KMC.	D.M.C.(P)	177
12/IIIA	07/06/12	Information sought from all departments regarding Data Entry Operators deployed through agencies.	D.M.C.(P)	178
13/IIIA	07/06/12	Sub Registrars (casual) employed under Health department are entitled to Gross monthly remuneration of Rs.16000/- in place of the previous arrangement of per shift basis.	D.M.C.(P)	178
18/IIID	03/07/12	Modification of designations of semi technical cadres of three Boroughs XIII, XIV, XV.	D.M.C.(P)	179
19/IIIB	03/07/12	Creations of supernumerary posts in the rank of Assistant Engineer (Civil, Electrical and Mechanical) to open promotional avenues for the stagnated S.A.Es of KMC.	D.M.C.(P)	179
20/IIIA	09/07/12	Corrigendum to DMC(P)'s Circular No.10/IIIA of 2012-13 dtd. 05-06-2012 and DMC(P)'s Circular No. 13 / IIIA of 2012-13 dtd. 07-06-2012.	D.M.C.(P)	180
26/IVA	25/07/12	Controlling Officers and HODs are to arrange Lateral Transfer of those employees whose gradation lists are maintained at their end.	D.M.C.(P)	180
28/VIII	30/07/12	Amendment of KMC Services (Common Cadre) Regulations for Analyst Cadre and KMC Food Inspector Cadre due to redesignation of the post of Public Analyst (Food & Water) as Food Analyst and the post of Food Inspector as Food Safety Officer under Health Department with modification of Recruitment Regulation.	D.M.C.(P)	180
29/IVA	03/08/12	In further clarification of DMC(P)'s circular no. 26 / IVA of 2012-13, some transfer will be within the confine of Borough and some will be inter- Borough as are evident from respective Gradation list.	D.M.C.(P)	182
30	04/08/12	To send daily attendance report of Health, Civil and Building departments of the Boroughs to DMC(P).	D.M.C.(P)	182
34/IVA	10/08/12	Modification of lateral transfer policy in the case of labour category of employees.	D.M.C.(P)	183
37/VIII	03/09/12	Amendment of KMC Officers' & Employees' (Conduct) Regulation, 1991, in relation to sale or purchase of movable /immovable property and submitting return of movable/ immovable property in the declaration of assets.	D.M.C.(P)	183

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
38/VIII	06/09/12	Amendment of Clause 5(2) of KMC Officers' & Employees' (Conduct) Regulation, 1991 in relation to sale, purchase, lease, gift of movable/ immovable property and submitting return of movable/immovable property in the declaration of assets.	D.M.C.(P)	184
42/VIII	04/10/12	Modification of Recruitment Regulations for the post of Teacher, KMCP School under Education Department.	D.M.C.(P)	184
46/IIIB	20/10/12	Modification of the policy for extension of promotional benefit to the stagnating diploma holder SAEs against supernumerary posts twice in a year instead of annually.	D.M.C.(P)	186
47/IIIA	08/11/12	Extension of Contract of listed agencies under the Central pool as well as the service of contractually engaged Data Entry Operators.	D.M.C.(P)	186
51/IIIA	27/11/12	Enhancement of gross monthly remuneration of Contractual Medical Officer (General) and Medical Officer (Specialist) of Health Department of KMC.	D.M.C.(P)	186
53/IIIA	29/11/12	Enhancement of monthly remuneration of Contractual Data Entry Operators directly engaged by KMC.	D.M.C.(P)	187
52	30/11/12	Recruitment of Junior Assistants from eligible in-house employees of KMC through by way of departmental examination through Mpl. Service Commission.	D.M.C.(P)	187
54/IVC	30/11/12	Appointment in terms of Special Regulation are to be enquired into by Officials of KMC and then to be forwarded by the concerned Controlling Officers / HODs to the Personnel Dept. for processing.	D.M.C.(P)	188
56/I	08/12/12	Controlling Officers / HODs to furnish information in respect of engagement of KMC employees who work as Booth Level Officer/Designated Officer under different Electoral Registration Officers (E.R.O) of Assembly Constituency in Kolkata.	D.M.C.(P)	189
57/VIII	10/12/12	Implementation of 85th Amendment Act of the Constitution of India for the employees and workers of KMC as per direction of the State Government.	D.M.C.(P)	189
58/IVC	14/12/12	All cases of Special Regulations are to be physically verified by officials of the concerned department and verification to be recorded by the forwarding HOD on the body of the application.	D.M.C.(P)	190
78/IVC	22/02/13	In continuation to the DMC(P)'s Circular No. 58/IVC of 2012-13 dated 22-02-2013, clarification of the term 'physical verification' has been made in relation to secure job under Special Regulation.	D.M.C.(P)	191
82/IIID	11/03/13	Proforma of Application for the post of Drivers/Lorry Drivers.	D.M.C.(P)	191
86/IIIA	15/03/13	Revision of scale of pay of Assistant Manager (Law) under KMC legal Service at par with that of Assistant Public Prosecutor in the employment of Govt. West Bengal.	D.M.C.(P)	192
88	19/03/13	Particulars regarding show cause notices served upon the employees of KMC should be entered in the Remarks Column of their respective Service Books as ' Show cause served on (date) '.	D.M.C.(P)	193
<b>SERVICE RECORDS AND ACCOUNTS DEPARTMENT</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
1	13/04/12	The pay-structure of KMC pensioners has been revised and made effective w.e.f. 09-06-2009 upon revision of pay under ROPA, 2009.	Chief Manager (SR & AC)	193

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
2	07/05/12	Submission of CBS Account numbers for insertion in Payroll database.	Chief Manager (SR & AC)	194
3	20/10/12	Revised format of Application for Final Settlement of P.F dues.	Chief Manager (SR & AC)	194
4	11/01/13	Grant of Relief on Pension to the Pensioners / Family Pensioners of KMC w.e.f January 01, 2013	Chief Manager (SR & AC)	195
<b>SUPPLY DEPARTMENT</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
3	21/03/13	Schedule of Physical stock verification of stores as on 31-03-2013 and related guidelines.	Dy. Municipal Commissioner (S)	196
4	19/03/13	Physical verification of Oil Garages to be carried out by enlisted officers as per the time schedule.	Dy. Municipal Commissioner (S)	197
Order 11	12/11/12	All official/staff are to check the computer generated print-out in order to verify the accuracy of facts and figures, to eliminate error in the ERP & SMS computerized system.	Dy. Municipal Commissioner (S)	197
<b>TREASURY DEPARTMENT</b>				
<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
86	06/08/12	Asstt. Treasurers / Supervisors to follow steps while dealing with the vault keys.	Treasurer	198
<b>LAND AND LAND REFORMS DEPARTMENT, GOVT. OF WEST BENGAL</b>				
<b>Cir./Or. No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
6688-LP/1A-18/2012	26/12/12	Land allotment policy which will be applicable to land owned or held by any Department of the State Government or agency funded by the State Government.	Addl. Secretary	198
<b>SOME IMPORTANT CIRCULARS ISSUED BY MUNICIPAL COMMISSIONER PREVIOUSLY</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Related Deptts./ Subject/Issued By</b>	<b>Page No.</b>
27 of 2005-06	11/17/2005	Delegation of powers by Mayor-in-Council in respect of sanction and contractual execution of work and supply of materials with regard to such works.	Delegation of Power	201
28 of 2005-06	11/21/2005	Streamlining the Works Committee.	Function & scope of Works Committee	202
30 of 2005-06	11/24/2005	Streamlining the Tender Committee.	Function & scope of Tender Committee	203
31 of 2005-06	11/30/2005	Delegation of Municipal Commissioner's powers and functions in respect of personnel matters of KMC.	Personnel Department	205
32 of 2005-06	12/9/2005	Query-driven clarifications and consequent streamlining of delegation/decentralization initiatives.		206
23 of 2006-07	2/20/2007	Management of Assessment-Collection Department of KMC.	Assessment-Collection	209
09 of 2007-08	4/23/2007	Management of Finance & Accounts Department of KMC.	Finance and Accounts	212
32 of 2007-08	12/27/2007	Delegation of Municipal Commissioner's powers in respect of sanction and contractual execution of works and supply of materials with regard to such works.	Delegation of Power	214
34 of 2007-08	12/31/2007	Management of Solid Waste management Department.	S.W.M.	217

# THE KOLKATA MUNICIPAL CORPORATION

## MUNICIPAL COMMISSIONER'S DEPARTMENT

Municipal Commissioner's Circular No. 01 of 2012-13 Date: 02.04.2012.

Sub : Guideline to deal with Delegation of power to Assessor-Collectors for area-correction and consequential change in decided valuation.

The Mayor-In-Council vide Item No. M-29.18 dated 25-02-2012 considered the matter as stated below :

At the time of dealing with various mutation applications, it has been found that area as depicted in the Books of Records of KMC does not match either with registered Indenture/Instrument and/or copy of the Agreement, so produced by such applicants. These cases are commonly found in connection with suo-motu mutations that KMC had already done, especially for mutation-apportionment cases. In Unit Offices, such mismatch of areas found for landed areas also, where a strip of land had already been utilized for roads/sewerage meant for public purpose.

Upon consideration of the matter, Mayor-in-Council resolved and decided as follows :

- i) Where such dispute/mismatch in area will be found (may be in terms of our Books of Records as well as after examining registered Indenture/Instrument and/or copy of the Agreement), the Assessor-Collectors concerned will be empowered to correct/amend/modify the actual area and to record the same in our Books of Records with consequential change in decided valuation, where no material change in the assessment will occur. Such correction must be recorded under proper signature of the officer concerned with date of correction and authority for making such correction.
- ii) In amending/changing the decided valuation, all Assessor-Collectors should give due care to the notional rent (R.R), so decided by the Ld. Hearing Officer in surrounding premises/buildings of the locality. Such amendment of valuation should not be made in an arbitrary manner and necessary noting be kept in the file.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 02 of 2012-13 Date: 02.04.2012.

Sub : Guideline to deal with assessment and mutation cases of Khatal Lands.

In terms of the Resolution of the Mayor-in-Council vide Item No. M 29.15 dated 25-02-2012, the Mayor-in-Council in its meeting on the even date resolved that the salient points in respect of Khatal Lands as detailed in the Agenda Item along with the solutions proposed therein had been considered and approved. In terms of that Resolution, the following points are given below for compliance as regard to assessment and mutation cases of Khatal Lands.

- i) Whether KMC can take suo-motu decision to mutate such Khatal Lands, without obtaining reply from CKTT.  
**Solution accepted by MIC :** No, vested land cannot be mutated by KMC in a suo- motu manner. Necessary clearance from CKTT will be required.
- ii) Whether KMC will do away with the system of keeping the flag in computer as regard to Khatal Lands in order to accept applications without hindrance.  
**Solution accepted by MIC :** No, until and unless, we are getting specific clearance/information from CKTT.
- iii) Whether KMC can process the mutation case of any erstwhile Khatal Land/premises, if on physical inspection, it is found that already pucca construction of building/structure has

taken place as on date and to be substantiated from our records as well as the documents/papers that will be produced by the applicant. **Solution accepted by MIC:-** If on actual physical inspection, it is found that already pucca construction of building/ structure has taken place and the applicant can substantiate the same by producing cogent papers/documents (with special emphasis to sanctioned plan), then KMC will process such application after receiving A-42 form along with relevant papers/documents, since the premises concerned is enjoying all civic facilities. For receiving such application, a separate computerized case type starting with “K” may be introduced in the system itself. KMC will write to CKTT about processing of such application and if no specific reply is received from CKTT within 30 (thirty) days, in that event, KMC will record the name of the applicant(s) as “Person liable to pay tax” keeping the Controller of Kolkata Thika Tenancy as owner.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner’s Circular No. 05 of 2012-13 Date: 12.04.2012.

Sub : Guideline to deal with the files where assessment had already been made as vacant land, but now the parties/applicants are claiming that assessment should have been done on the basis of land with structure.

For sometimes past, KMC Authorities were actively thinking upon the issue to streamline the procedure to deal with the files where assessment had already been made as vacant land, but now the parties/ applicants are claiming that assessment should have been done on the basis of land with structure. On the said issue, Mayor-in-Council in its Resolution in Item No. MOA- 31.2 dated 27-03-2012 took the following decisions :

- 1) KMC will give credence to some specific cases, where the valuations were proposed and determined considering the premises as vacant land, though it had been found from the registered deed and plan that there were structures along with appurtenant vacant land, it is proposed that provisions of Circular No. 35 of 2010-11 dated 05/10/2010 of Municipal Commissioner, KMC be invoked keeping in view the decisions of the Resolution of M.I.C vide Item No. M-175.22 dated 12/03/2010.
- 2) KMC will consider such cases on the basis of the merit or individual applications u/s 174(1) read with section 178(2)(i) of KMC Act 1980 treating the premises as land with structure and/or structure with appurtenant land to be assessed as a single unit instead and in place of considering the same as vacant land.
- 3) Such matters will be dealt with on case to case basis, upon fulfillment of the conditions mentioned in M.I.C Resolution vide Item No. M-175.22 dated 12/03/2010 and the re-assessment of the premises, in question, shall be made in terms of Circular No. 35 of 2010-11 of Municipal Commissioner dated 05/10/2010 for the self same period/ quarter.
- 4) Such cases where disputes will be made and where un-demolished land with structure will be found in KMC’s books of records and also on physical enquiry, then KMC will process such cases for assessment following Circular no.35 of 2010-11 of Mpl. Commissioner dated 05/ 10 / 2010 for the self same period / quarter.
- 5) Cases, where Court Cases/litigations are pending will be dealt with only upon the withdrawal of said pending court case/litigation, in respect of the premises concerned.

All concerned are directed to follow this Circular meticulously and to forward the respective file(s) with necessary comments/views to Chief Manager (Revenue) for consideration.

Sd/-  
(Arnab Roy)  
Municipal Commissioner



Municipal Commissioner's Circular No. 06 of 2012-13 Date: 12.04.2012

Sub : Introduction of statement of "Outstanding Dues" or statement of "No Outstanding Dues" with P.D Bills for 2012-13 as well as facility to obtain NOC from KMC Web Portal.

In terms of the Resolution of the Mayor-in-Council vide Item No. MOA- 31.6 dated 27-03-2012 the following decisions have been taken :

- 1) Statement of "Outstanding Dues" or statement of "No Outstanding Dues" with P.D. Bills for 2012-13 as well as facility to obtain NOC from KMC Web Portal, will be introduced forthwith.
- 2) Statement of "Outstanding Dues" as well as "No Outstanding Dues" as the case may be with the PD Bills of 2012-13 with necessary modification/up gradation of the system will also be done forthwith and all necessary steps in this regard be made accordingly at the earliest.
- 3) Henceforth, reliance upon manual registers with special emphasis to premises ledgers has been dispensed with and the Assessment-Collection Deptt. is directed only to rely upon the computerized data base, so corrected and updated.

All concerned are directed to follow this Circular meticulously.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No .07 of 2012-13 Date: 13.04.2012.

Sub : Guideline with regard to verification of Waiver LOI by the Department/cell(s) concerned attached to respective Assessor-Collectors.

For sometimes past, KMC Authorities were actively considering streamlining the procedure of verification of complaints related to Waiver LOI and as such Agenda Note was placed before the Mayor-in-Council for its consideration. Mayor-in-Council in its Resolution in Item No. MOA- 31.3 dated 27 -03-2012 took the following decision :

That henceforth to deal with, Waiver related complaints, insisting upon submission of original paid up receipts from ratepayers/assesses for updation of the data base on the basis of such receipts, so produced has since been dispensed with.

The matter of processing the updation on the basis of self attested photocopies of receipts, as may be produced by ratepayers/ assesses will be considered, without sending them to Treasury Deptt. or elsewhere for cross verification. This will also cover any payment already made either through cheque/draft/pay order etc. would deemed to be honoured and such receipts would be considered on their face value as good as original.

However, it is made clear that since the Waiver Scheme 2012 has reached its last phase, the photocopy of the receipts, so produced by the assesses and already received in the respective Deptt.y/ Complaint Receiving Cells of the respective Assessor-Collectors should be processed without insisting for self-attestation.

If any fraud or misrepresentation is detected subsequently, necessary corrective measures shall be taken.

All concerned are directed to follow this Circular meticulously.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 14 of 2012-2013 Date: 01.06. 2012.

Sub : Letter of Intimation (LOI) to be made available from any office of Assessment-Collection Department.

It is hereby ordered that Letter of Intimation (LOI) will be issued from all Assessment-Collection offices irrespective of the jurisdiction so that the assessee may obtain LOI from any of the Assessment-Collection offices and pay the same at any Treasury counter or e-Kolkata Centre. For example, an assessee of Ward No. 1 may obtain his/her LOI from the Assessment-Collection offices of S.S.Unit/Jadavpur Unit/Tolly Tax Department or any other Assessment-Collection offices.

Any reluctance to issue LOI from any Assessment-Collection Department will be viewed seriously.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 79 of 2012-13 Date: 09.11.2012.

Sub : Mutation and assessment of unassessed vacant properties / plots of land.

It has been resolved by the Mayor-in-Council in its meeting dated 13.09.2012 vide Item No. – MOA 42.9 that for the purpose of granting mutation and assessment of unassessed vacant properties / plots of land following procedures will be followed henceforth :

- a) Where the properties / plots of land will be less than 5 cottah necessary mutation can be made on production of registered instrument along with Indemnity Bond as regard to right and title of the property in question.
- b) For unassessed properties / plots of land measuring less than 7 cottah necessary mutation can be made on production of registered instrument along with Indemnity Bond as regard to right and title of the property in question. Over and above, the applicant will be required to produce necessary clearance from the Fisheries Dept., Govt. of West Bengal under Inland Fisheries Act.
- c) Mutation of unassessed properties / plots of land not falling under categories (a) & (b), as stated above, will not be considered until and unless necessary Certificate from BL & LRO is produced.
- d) Amalgamation of unassessed properties / plots of land, irrespective of measurement and area, will not be granted / considered, until and unless the applicant produces necessary Certificate from BL & LRO.

The said Resolution of MIC as stated above has been taken in supercession of the previous Resolution in this regard.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 80 of 2012-13 Date: 09.11.2012.

Sub : Modification in the delegation of powers as contained in the Municipal Commissioner's Circular No. 23 of 2006-07.

In accordance with the Resolution of Mayor-in-Council dated 18.09.2012 vide Item No. MOA 42.2 certain specific changes in ;the delegation of powers with respect to some Sub-Activity/ Decision points, relating to mutation and assessment in KMC, as detailed in Municipal Commissioner's

Circular No. 23 of 2006-07 have been brought in. Those changes along with some new incorporation in the delegation of powers for the purpose of disposal of file relating to simple mutation, mutation-apportionment, mutation-separation and mutation amalgamation are set out below :

<b>Main Activity</b>	<b>Sub-Activity/ Decision point</b>	<b>Earlier Sanctioning Authority</b>	<b>The Authority which is now to Exercise the delegated powers</b>
Mutation and Assessment	Mutation Apportionment without revaluation	Dy. Assessor-Collectors	Sum of valuation of all apportionment shares – upto Rs. 10 Lakh- D.A.C.; above Rs. 10 Lakh and upto Rs. 30 Lakh – A.C; above Rs.30 Lakh and upto Rs. 50 Lakh – CM (Rev); above Rs. 50 Lakh – Jt. MC (Rev)
	Mutation Apportionment on Suo-motu/Combined A-42 & Suo-motu basis	Sum of valuation of Apportioned shares Below Rs. 5 Lakh- D.A.C.; from Rs. 5 Lakh to less than Rs. 15 Lakh – A.C.; from and above Rs. 15 Lakh – CM (Rev)	Sum of valuation of all apportionment shares – upto Rs. 10 Lakh – D.A.C; above Rs. 10 Lakh and upto Rs. 30 Lakh – A.C.; above Rs.30 Lakh and upto Rs. 50 Lakh – CM (Rev); above Rs. 50 Lakh – Jt. MC (Rev)
	Revaluation of any land/building (addition and alteration of property & new building)	Sum of valuation of apportioned shares Below Rs. 5 Lakh- D.A.C.; from Rs. 5 Lakh to less than Rs. 15 Lakh to less than Rs. 15 Lakh – A.C.; from and above Rs. 15 Lakh – CM (Rev)	Sum of valuation of all apportionment shares – upto Rs. 10 Lakh – D.A.C; above Rs. 10 Lakh and upto Rs. 30 Lakh – A.C.; above Rs.30 Lakh and upto Rs. 50 Lakh – CM (Rev); above Rs. 50 Lakh – Jt. MC (Rev)
Mutation and Assessment	Simple mutation, Mutation-apportionment/ separation/ amalgamation in respect of properties falling under Khasmahal or Dihi Panchannagram	Dy. A.C. (for simple mutation); CM (Rev)	Same as stated in respect of normal cases of simple mutation, Mutation- apportionment/ separation/amalgamation
	Correction of area with consequential change in AV (both decided and non-decided)		Assessor-Collectors
	Files regarding un-notified GR		Assessor-Collectors
	Colony to non—colony along with apportionment/ separation/ amalgamation		Same as stated in respect of normal cases of Mutation-apportionment/separation/ amalgamation

Mutation and Assessment	Simple colony to non-colony transfer		Assessor-Collectors
	Change of type (normal to MSB and vice versa)		Assessor-Collectors
	Change in the type of mutation application (where simple mutation needs to be changed to case of apportionment/ separation or vice-versa)		Assessor-Collectors
	Suspense transfer		Assessor-Collectors

Other delegations, as mentioned in Municipal Commissioner's Circular No. 23 of 2006-07 remain as those are.

This will take immediate effect and this will remain in force until further order.

[MC's Circular No. 23 of 2006-07 is given in Page No. 209]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 81 of 2012-13 Date: 09.11.2012.

Sub : Modality for granting mutation in cases where applications are submitted with Memos issued by the Dept. of Fisheries, Agriculture, Aquatic Resources & Fisheries Harbours, Govt. of West Bengal/KMDA/KIT etc.

In accordance with the Resolution of Mayor-in-Council dated 28.09.2012 Vide Item no. MOA 43.5 in respect of the aforementioned subject, modality, to be followed henceforth in respect of such files/application, is detailed below :

After receiving the application for mutation along with the Memos issued by Dept. of Fisheries, Aquaculture, Aquatic Resources & Fisheries Harbours, Govt. of West Bengal/KMDA/KIT etc. the submitted Memos may be sent to the Dept. concerned for confirmation. After receiving such confirmation from the Dept. concerned, Assessment-collection Dept. will process the applications for mutation on due examination of other cogent documents, if any, in accordance with law. If no confirmation is received within a period of 30 (thirty) days from the date of dispatch, it may be deemed that the Deptt. concerned has got no objection against the authenticity of the submitted Memo. However, after disposing of such mutation applications, the Assessment-Collection Dept. will inform the concerned Dept. will inform the concerned Dept. accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No 93 of 2012-13 Date:06.02.2013.

Sub : Decision of Mayor-in-Council vide Item No. M-S4.4 dated 11-01-2013 to resume the process of General Revaluation for augmentation of KMC revenue.

In compliance to the above said decision of Mayor-in-Council, the following points are stated for guidance of all concerned.

- i) The usual procedure of assessment through GR as already dispensed with vide Resolution of MIC dated 31-07-2012 will be resumed and Assessment-Collection Deptt. will arrange to collect all necessary information/ data from all the assessees by sending PIF Forms by post and such forms will also be available in KMC's official website and all ward offices of KMC/Treasury Counters /e- Kolkata Kendra's. Assessee concerned will have to fill in the PIF Form and Inspectors attached to the Wards/Divisions will visit premises to premises/ house to house after 30 (thirty) days of such dispatch/ distribution/ availability of PIF Forms for collection of all such filled in PIF Forms and will examine those instantly in order to record whether there is any prima-facie error in filling up the said PIF Form.
- ii) Since, GR for all the 141 Wards have been kept pending/withheld, in order to start with the fresh GR process, Assessor-Collectors concerned may start GR for some leading wards under their control, from where substantial revenue can be fetched.
- iii) The Assessor-Collectors concerned will examine the last GR cycle for any particular ward and will take necessary steps for commencement of GR (if it is pending) for that ward as per extant norms/procedures, so that in the PIF Form all necessary details get reflected for completion of up to date GR including the pending one, if any.
- iv) Necessary Notification about commencement of GR will be published by the Mpl. Commissioner in the leading Dailies as per provision of section 179 of KMC Act 1980.
- v) Valuations for the GR would be done following Mayor's Guideline dated 08-02-1986. However, for revaluation purpose, as may be necessary, all norms and procedures u/s 180 of KMC Act 1980 will be followed. Assessor- Collectors concerned will also keep in mind the fact that fixation of RR for such assessment will have to be rational and should keep parity with the local rate as prevailing.
- vi) Detailed advertisement in this regard would be given by KMC in the leading dailies, Hoardings at notable spots spread over the City as well as Bus Shelters and Kiosks etc.

Chief Manager (Revenue), all Assessor-Collectors /Dy. Assessor-Collectors/ Asst. Assessor-Collectors will meticulously follow the above stated points for resumption of the GR process and will take all steps for augmentation of KMC revenue.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 18 of 2012-13 Date:07.06.2012.

A meeting was held in presence of MMIC(Health & Bustee) and other officials regarding the work executed under B.I. Codes controlled by Bustee Dept. and executed by the Engineers of the other deptts. with a superior supervision of O.S.D.(Bustee) with respect to technical and financial aspects. It is decided in the meeting that for the time being such work will continue as per existing process prevailing in the Bustee Deptt. and the final bill will be entered through ERP. And all such bills which has already been entered in ERP will be kept in abeyance till bill stage.

This order will take immediate effect.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 53 of 2012-13 Date: 28.09.2012.

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/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 64 of 2012-13 Date: 16.10.2012.

Sub : West Bengal Urban Wage Employment Scheme 2012-2013.

West Bengal Urban Wage Employment Scheme 2012-2013 is being implemented in KMC through SWM, Civil, Parking, PMU and Health departments since 2011-12. The equipment under the scheme supplied at the initial stage is no longer useable and there are constant demands for fresh equipment from different sectors.

It has now been decided that the Borough Exe. Engineers may incur the expenditure to the tune of Rs. 1500 from the West Bengal Urban Wage Employment Scheme 2012-2013 for procurement of equipment as may be needed by the different departments.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 66 of 2012-13 Date: 17.10.2012.

Sub : West Bengal Urban Wage Employment Scheme 2012-2013.

In partial modification of Circular no. 64 of 2012-2013, the Borough Executive Engineers are authorized to incur the expenditure **to the tune of Rs. 1500/- per Ward** from West Bengal Urban Wage Employment Scheme 2012-2013 for procurement of equipment.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 102 of 2012-13 Date: 11.03.2013.

It may be noted by all concerned that KMC has been implementing West Bengal Urban Employment Scheme from the year 2010-11. All Concerned are requested to prepare this scheme in pursuance of Municipal Affairs Department memo no. 337/MA/P/C-10/3S-17/2010 dated 22<sup>nd</sup> April, 2010 immediately so that successful implementation of the programme can be done for the year 2013-14. The scheme must reach to the Jt. Municipal Commissioner (D) within 31<sup>st</sup> March, 2013. This may be treated as very urgent.

The copy of Municipal Affairs Department memo no. 337/MA/P/C-10/3S-17/2010 dated 22<sup>nd</sup> April, 2010 is enclosed for information and taking further action.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

GOVERNMENT OF WEST BENGAL  
MUNICIPAL AFFAIRS DEPARTMENT  
WITERS' BUILDINGS, KOLKATA – 700001

No. 337/MA/P/C-10/3S-17/2010

Dated, Kolkata, 22<sup>nd</sup> day of April, 2010

NOTIFICATION

The Government has been considering for sometime past the issue to reduce the problem of unemployment in urban areas. With this objective, the State Government has now decided to take up and implement the scheme namely “West Bengal Urban Employment Scheme” for employment generation as well as improvement and maintenance of civic infrastructure in urban areas by direct engagement of urban unemployed persons without involvement of contractors.

The following guidelines are to be followed for taking up works under this scheme by the Urban Local Bodies.

**1. Objective -**

- i) To provide employment in urban areas.
- ii) To create as well as maintain civic infrastructure and to add sustainability to the created assets.

**2. Implementation of the scheme -**

The scheme will be implemented as a State sponsored scheme.

**3. Nodal Department and Agency -**

The Government of West in the Municipal Affairs Department will act as Nodal Department; and the State Urban Development Agency will act as State Level Nodal Agency.

**4. Nature of the Scheme -**

- i) Under this scheme, unemployed persons from Urban Local Bodies will be engaged directly in various infrastructure development projects taken up under this “Scheme” and also any other projects taken up by Municipalities / Municipal Corporations in terms of the various State Government approved programmes. They may also be engaged for supervision of various developmental projects taken up by the Municipalities and Municipal Corporations under this scheme and also any other projects out of the State Government sponsored programmes.
- ii) No contractor will be engaged for any project taken up under this “Scheme”.
- iii) The works under this “Scheme” will have to be done directly by the ULBs or any way of involving the Wards Committees or Area Sabha Committee or Neighbourhood Committees or Community Development Societies.
- iv) Urban Local Bodies, if they deem fit, may involve various State Government departments or Development Authorities for execution of the projects taken up under the scheme.

**5. Allocation of Fund -**

Allocation of fund among individual Urban Local Bodies will be made on pro-rata basis as per recommendation of 3<sup>rd</sup> State Finance Commission, as shown; in; the entitlement tables of Urban Local Bodies in the report submitted by 3<sup>rd</sup> State Finance Commission, as per fund available from State Government time to time.

**6. Identification of the projects under the “Scheme” -**

Projects will be identified and prioritized by the Area Sabha Committee / Ward Committees/

Community Development Societies and will be finalized by the concerned Urban Local Bodies taking into consideration the priority.

**7. Type of work permissible -**

The following types of work can be taken up in urban areas under the “Scheme” for creation/maintenance of civic infrastructure. The list is illustrative and not exhaustive.

- i) Water Supply
- ii) Drainage and Sewrage
- iii) Maintenance of Roads
- iv) Management of Solid Waste including door-to-door collection of domestic waste.
- v) Infrastructure development of slums
- vi) Wage component of the work regarding construction / improvement of housing for the urban poor under state sponsored “Scheme of the Urban Poor”.
- vii) Beautification of parks, canals, rivers, gardens and plantation of trees.
- viii) Preservation of water bodies, excavation / re-excavation of canals and cleaning of surface drains.
- ix) Construction and maintenance of various community centres like health centres, markets, Ward Committee offices, community kitchen, boundary wall for graveyards.
- x) Creation of marketing outlet for DWCUA / Thrift & Credit Groups.
- xi) Energy Audit, i.e. use of non-conventional source of energy for street lighting etc.
- xii) Monitoring of various infrastructural development projects taken up by Urban Local Bodies under any Central / State sponsored schemes.
- xiii) Works relating to Street Lighting and operation of Pumps.
- xiv) Employment Generation by way of direct engagement or by way of supervision of other State Government funded programmes taken up by the Urban Local Bodies and other projects under various departments of State Government.
- xv) Improvement of primary schools run by the Urban Local Bodies, if not assisted under ‘Sarba Shikshya Abhijan’.
- xvi) Creation of awareness towards Road Safety / Environment Protection / Disaster Management.

**8. Funding Ratio -**

The wage component and material component of the projects taken up under the “Scheme” should be adhered to 50:50 proportion within the overall allocation for a particular ULB. However, care should be taken to maintain the proportion 50:50 to individual projects as well to the extent possible. Deviation however, is permissible for higher percentage of wage employment.

**9. Preparation of the projects under this “Scheme” -**

- 9.1 After finalization of the projects by Urban Local Bodies, estimates are to be prepared and certified by the Sub-Assistant Engineers / Assistant Engineers of the concerned Urban Local Bodies. The projects shall have to be implemented under the overall supervision of the Urban Local Bodies.
- 9.2 Projects are to be executed at an estimated cost which may include contingency expense @ 2%.
- 9.3 The Urban Local Bodies shall have to submit one set of vetted estimate of individual scheme accompanied by the recommendation of the Ward Committees along with the BOC Resolution to the Municipal Affairs Department.

**10. Wage -**

10.1 When a group consisting of ten or more persons are engaged for any kind of work, one supervisor may be appointed. The wage to be paid on daily basis will be Rs. 100 for direct engagement in work and Rs. 120 for each supervisor. However, the rate of wage may be increased considering the nature of job of semi-skilled / skilled workers to be decided by the Urban Local Bodies. In the case of payment of higher rate of wage, the same may be done by way of dovetailing the fund of other State Government sponsored programmes beyond the prescribed ceiling.



- 10.2 The wages shall be paid to the individual and not to the groups.
- 10.3 Wages through muster roll shall be disbursed only by the employees of the Urban local body or by the Community Development Societies / Neighbourhood Committees/ Thrift & Credit Groups. In no case should private individuals be engaged as pay muster.
- 11.** A notification showing the work undertaken is required to be displayed in the area where any project is taken up under this scheme under project mode. The list of the workers and the Supervisor engaged if any, should also be displayed.
- 12. Duration of engagement -**  
The number of days of engagement of an individuals will be decided on the basis of experience and available opportunities for work. The implementing agency will also keep in view the number of mandays to be generated for various schemes to be undertaken and the availability of the manpower for such employment.
- 13. Maintenance of Records -**
- 13.1 Urban Local Bodies will maintain detailed records of man-days generated along with detailed muster roll for the wages disbursed showing the names of the wage earner, amount received, signatures / thumb impression of the Wage recipient. This should be guided by provisions of Rule 171 to 175 of the West Bengal Municipal (Finance and Accounting) Rules, 1999, with subsequent amendment thereto.
- 13.2 Urban Local Bodies also should maintain Ledger Books etc., Stock Register as per rules for the materials component as well as the quantum of work done as per provisions of Rule 176 and 177 *ibid*, with subsequent amendment thereto.
- 14. Monitoring -**
- 14.1 For overall supervision and monitoring of the physical and financial progress of the “Scheme”, a State-Level Supervision and monitoring Committee will be set up with the following officials. –
- |  |                   |
|--|-------------------|
| i) Special Secretary / Joint Secretary, Municipal Affairs Dept. – Chairman |                   |
| ii) Director, SUDA   | - Member Convenor |
| iii) Director of Local Bodies, West Bengal                                 | - Member          |
| iv) Chief Engineer, Municipal Engineering Dte.                             | - Member          |
| v) Special Officer, MA Dept. & Dy. Dir, SUDA                               | - Member          |
| vi) All District Municipal Development Officers                            | - Member          |

This Committee will periodically review the implementation of the schemes keeping in view the broad objective so as to ensure that the programmes taken up are in accordance with the guidelines issued in this regard, including fund mobilization and also look into the various grievance redressal issues.

- 14.2 In the Municipal Affairs Dept. the concerned Special / Joint Secretary will act as the Nodal Officer.
- 14.3 In the District-level, District Urban Development Agency will be responsible for overall progress and monitoring of the schemes as per prescribed guidelines and the concerned District Municipal Development Officer will act as the District-level Nodal Officer.
- 14.4 In the Sub-Divisional-level, concerned Sub-Divisional Officers will supervise the progress and implementation of the “Scheme” and will hold periodical meetings with concerned Urban Local Bodies, in presence of District Municipal Development Officer. SDOs will be considered as the key nodal monitoring officials in this “Scheme”.
- 14.5 In the Urban Local Body-level, a Nodal Officer will be designated by the Mayor / Chairman from amongst the employees of the concerned Municipality / Municipal Corporation, who will be responsible for effective monitoring and implementation of the work as per prescribed guidelines.
- 14.6 Suitable formats for reporting for physical and financial progress are also being developed. Separate communications will follow in this regard.

## 15. Miscellaneous -

- 15.1 Involvement of the Area Sabha Committee / Ward Committee and / or Community Development Society in the execution of work; and certification of the Area Sabha Committee / Ward Committee and / or Community Development Society that the work has been executed by involving the urban poor would be necessary.
- 15.2 Engagement of contractor in any form including labour contract for the wage component is strictly prohibited.
- 15.3 The works executed through the scheme and the man-days generated shall have to be placed in the annual and half-yearly general meeting of the Area Sabha Committee/ Ward Committees.
- 15.4 ULBs will maintain record of the particulars of the unemployed people who will act as workers and supervisors under this scheme. Suitable formats are also being developed. Separate communications will follow in this regard.

This notification issues with the concurrence of Finance Department, vide its Group "R" u.o. no. 05 dated 21.04.2010.

Sd/-  
Special Secretary to the  
Government of West Bengal

### Municipal Commissioner's Circular No. 27 of 2012-13 Date: 21.07.2012.

It has come to the notice of the undersigned, that many areas of CMO Buildings and the Hogg Building are cluttered with waste papers, heaps of old files and broken furniture.

All Controlling Officers are directed to take personal initiative to remove these clutters 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 Municipal Secretary.

Controlling Officers are further requested to depute responsible officers under them to keep liaison 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 04/08/2012.

In furtherance to the above, Controlling Officers/HODs should also give attention to general cleanliness & beautification of their offices.

Some actions, like putting up of signages, small flower pots, spit-cans, etc. in corridors may be taken, to make the working environment more suitable for enhanced output.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

### Municipal Commissioner's Circular No. 31 of 2012-13 Date: 08.08.2012.

In continuation of Circular No. 27 of 2012-13 dated 21.07.2012 of the undersigned regarding upliftment and cleanliness of Office, the following actions are prescribed :

- i) Municipal Secretary will arrange for signages, displaying names of departments and the direction to such departments.
- ii) All Controlling Officers will arrange to display signboards before their respective departments, displaying name and designation of staff up to the level of Grade - 'C' and jobs allotted to them in a tabular format.

- iii) In a similar manner, small wooden or plastic signboards, displaying the name, designation and brief indication of allotted duties of all staffs upto the level of Grade - 'C' be affixed either in the wall behind the concerned staff, or in the table at which he/she sits.
- iv) Waste paper stacks, broken almirahs have been cleared off the corridors of CMO Buildings. Now, as a follow-up action, such corridors are to be dusted and cleaned/wiped in a regular manner, and flower/tree pots, spit-case be placed in them.

Similar action be now taken up for the rooms of different Sections and Controlling Officers are requested to depute competent Officers to prepare inventory-list of such items that require to be removed and forward the same to Dy. Manager, Central Records/Caretaker for further action.

I will seek an action taken report on all the above points by 18.08.2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 95 of 2012-13 Date: 14.02.2013.

In addition to earlier circular vide no.78 of 2012-13 dtd. 07.11.2012, on every 3<sup>rd</sup> Wednesday of the month, a review meeting will be held related with different activity undertaken by the different deptt. or to be undertaken by different deptt. relating to city beautification work at 10.30 a.m. in the Conference Hall No.1. The following officials are requested to remain present in the said meeting.

1. Jt. M.C. (G)
2. Jt. M.C. (R)
3. Pr. T.A. (E&M)
4. C.M.F.&A.
5. D.G. (SWM)
6. D.G. (C)
7. D.G. (PMU)
8. D.G. (W.S.)
9. D.G. (BLDG)
10. D.G. (T.P.)
11. D.G. (PPP)
12. D.G. (LTG)
13. S.O. (S&D)
14. D.G. /Roads
15. D.G. /P&S
16. Ch. Manager (Adv)
17. Ch. Manager (Market)

Municipal Secretary is requested to keep the Conference Room No.1 reserved for the schedule meeting and also arrange for other logistic arrangements. The supporting staff from Caretaker Deptt. should also be in place.

This will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 25 of 2012-13 Date: 14.07.2012.

1. The city of Kolkata is vulnerable to natural calamities such as floods, cyclones, thunder- storms as well as other calamities such as fire incidences in densely populated areas. It also falls in the seismic zone 3 which is considered to be Moderate Damage Risk Zone for earthquakes.

2. The coordination among the different departments of KMC is imperative for prevention of calamities (where possible) and also to ensure effective response to such emergency situations. Hence it is imperative to have a functional and active City Disaster Management Committee which will take up a leading role for prevention and response to any disasters.
3. Presently, the City Disaster Management Committee operates under the overall leadership and Chairmanship of the Honourable Mayor and concentrates on the prevention and response to various disasters including fire hazards. The ambit of this committee is now being expanded so as to cover all types of disasters that may occur in the KMC area.
4. Additionally, from now on, the Director General - Civil (DG-Civil) will act as the Coordinator of the Committee and will be responsible for the day to day activities of the committee and the smooth functioning by ensuring inter departmental coordination among the following departments:
  - a. Building
  - b. Health
  - c. Bustee Services
  - d. Water Supply
  - e. Civil
  - f. Parks and Square
  - g. Solid Waste Management
  - h. Roads
  - i. Sewerage and Drainage
5. The Disaster Management Committee is expected to undertake following activities :
  - a. The committee shall hold regular meetings to ensure better inter-departmental co- operation and coordination for preventing and responding to any disasters.
  - b. The committee through the operation of round the clock control room of KMC, shall coordinate with different Government of West Bengal departments, Police, Civil Defense, and Fire and Emergency Services in the event of a disaster.
  - c. The committee shall instruct the borough level officials for regular inspections so as to ensure the timely mitigation of any risks.
  - d. The committee shall also place before the Municipal Commissioner regular status reports on purchase of equipments and development of human resources for prevention and responding to disasters.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 26 of 2012-13 Date: 19.07.2012.

In partial amendment of Municipal Commissioner's Circular No. 25 of 2012-2013, dated 14.7.2012, Sri Debasish Kar, Director General (PMU, PPP & Market) shall look after, as coordinator of City Disaster Management Committee in place of DG(Civil).

All concerned be informed accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Office Order No. 100 of 2012-13 Date: 09.03.2013.

Re : Formation of Borough level Task Force and a Central Task Force on fire safety in the markets and other important establishments.

As per order of Hon'ble Mayor dated 04.03.2013, the following Task Force Committees, one at the Borough level and one at Corporation level, are hereby constituted as detailed below.

The Task Force Committees will look after, evaluate and suggest remedial measures in respect of strengthening of the fire safety arrangements in the markets and other important establishments in Kolkata.

Borough-level Task Force Committee :

- i) Chairperson of the Borough - Chairperson.
- ii) Borough Executive Engineer - Member Secretary & Convener.
- iii) Executive Engineer (Bldg.) - Member.
- iv) Executive Engineer (Ltg.) - Member.
- v) Representative from CESC - Member.
- vi) Representative from West Bengal Fire Services - Member.
- vii) Representative from Kolkata 'Police - Member.
- viii) One Representative from each of Babasayee Samity of the markets within the jurisdiction of the Borough - Member.
- ix) Market Superintendent, who are Incharge of the Borough as per order dt.04.03.2013 of Municipal Commissioner - Member.
- ix) Representative of Chief Electrical Inspector of Govt. of West Bengal. - Member.

The Corporation Level Task Force Constituted as follows :

1. Member, Mayor-in-Council (Mkt.),KMC. - Chairperson of the Task Force Committee.
2. Director General (Building) - Member..
3. Director General (Lighting) -:- Member.
4. Director General (Civil) -Member.
5. Representative of West Bengal Fire Services - Member.
6. Representative of Kolkata Police - Member.
7. Chief Manager (Mkt.) - Member Secretary & .Convener.
8. Representatives of Babasayee Samitis(Central Committees) (ALL) - Member.
9. Representative of CESC - Member.
10. Representative of Chief Electrical Inspector - Member.

The meetings of the Committees shall be held fortnightly preferably.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 105 of 2012-13 Date: 21.03.2013.

In reference to the Office Order No. 100 of 2012-2013 dated 9.3.2013 regarding formation of Borough level Task Force and a Central Task Force on fire safety in the markets and other important establishments.

As per the order of the Hon'ble Mayor at Corporation level Task Force, DG (Civil) - Member will be replaced by the DG (Mkt.) - Member.

This order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 54 of 2012-13 Date: 29.09.2012.

1. KMC has been embracing IT and ITES software and technology in its efforts to ensure better coordination among the various departments and thus serve its citizens in a better and more

efficient manner. In the 1<sup>st</sup> phase of the e-governance initiatives in KMC, the focus has been on ERP systems, Municipal Administration System (MAS), opening of Citizen Service Centres and Common Collection Centres and availability of many citizen services on the KMC Web Portal.

2. However, it is found that the ERP system, the GIS system and other IT software are not being completely implemented and utilized by all the departments. Hence it is imperative to set up a committee which shall take up a leading role in taking stock of the current situation, identify bottlenecks and the underlying reasons, suggest the corrective and remedial actions and ensure implementation of e-governance to the maximum possible vis-a-vis the resources available.
3. The Committee shall consist of the following members :
  - i) JMC (Revenue) - Chairperson
  - ii) DG (IT) - Member Secretary
  - iii) Principal Chief Engineer (Civil)
  - iv) DG (PMU, Civil, Water Supply)
  - v) OSD (IT)
  - vi) Nodal Officer (ERP)
  - vii) Advisor, IT
  - viii) Additional CMFA
4. The Committee shall look into the following areas :
  - a. **Status of ERP, GIS & other IT system implementation in KMC:** Examine the present status of ERP, GIS & other IT system implementation in the different departments of KMC with specific focus on to what extent these have been implemented in different departments and how far are they being used for day to day activities.
  - b. **Identification of bottlenecks and suggestions to overcome them:** The committee shall identify the different problems and issues that are hampering the full implementation & utilization of ERP, GIS & other IT systems in KMC and also put forward suggestions to best tackle these bottlenecks.
  - c. **Roadmap for ERP, GIS & IT implementation at borough and ward level:** The committee shall recommend a practical & implementable roadmap to take the ERP & GIS system, along with all other IT software, to the borough and ward level also.

The Committee shall submit a report on the above periodically. The first report should be submitted within a fortnight.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 72 of 2012-13 Date : 30.10.2012.

Sub : Disposal of un-utilized Mid-day-meal food grains.

1. A substantial stock of rice has remained at the disposal of different Schools/Godowns which has accrued due to short utilization against the drawal. Standing and repeated instructions have been issued to the school authorities for disposal of such stock through distribution among the beneficiary students in case the same could not be utilized through cooking.
2. It is hereby reiterated again that such stock found fit for human consumption, may be distributed among the beneficiary students, after necessary physical examination.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 33 of 2012-13 Date : 10.08.2012.

Implementation of e-tendering was under consideration of the KMC authority for sometime past. After protracted deliberations on the matter it has been decided by the MIC vide its Resolution Item No. MOA 38.7 dated 31.07.2012 that :

- 1) All tenders above Rs.25.00 lakh will be done through e-tendering process from 1<sup>st</sup> August, 2012.
- 2) In respect of tenders above Rs.5.00 lakh such e-tendering process will be followed from 1<sup>st</sup> October, 2012.

All Controlling Officers are requested to follow the above decision of the MIC. They may contact with OSD (C) and Nodal Officer, E-tendering for clarifications, if any.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 63 of 2012-13 Date : 13.10.2012.

In partial modification of Municipal Commissioner's Circular No. 57 of 2012-13 dated 29/09/12, it is communicated to all concerned that implementation of e-tendering for works above Rs.5.00 lakh but below Rs.25.00 lakh will be implemented from 1<sup>st</sup> April 2013. In case of works above Rs.25.00 lakh e-tendering process will continue in terms of Municipal Commissioners Circular No. 33 of 2012-13 dated 10/08/12.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 57 of 2012-13 Date : 29.09.2012.

It transpires that there is some streamlining process required before implementation of e-tendering and e-payment systems which was scheduled to be implemented from 1<sup>st</sup> October, 2012.

This is for information of all concerned that e-tendering and e-payment systems now shall be effected from 1<sup>st</sup> April, 2013 i.e., at the end of the financial year.

All concerned are requested to take necessary action to train their personnel in this period for proper implementation of the same.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 41 of 2012-13 Date : 04.09.2012.

Sub : Emergent and superior-level personnel arrangements during festive days (most particularly from October 19 to October 25, 2012)

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.

<b>Sl. No.</b>	<b>Subject</b>	<b>Nodal officer and his particulars</b>	<b>Appellate/alternative officer with particulars</b>
1.	Matters related with the repairing/ restoration of roads	DG-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)	DG-OSD (Roads.)
4.	Matters related with illegal parking and associated problems	Chief Manager (Parking)	Jt. Mpl. Commissioner (Revenue)
5.	Matters related with installation of hoardings and banners etc.	Chief Manager (Parking)	Jt. Mpl. Commissioner (Revenue)
6.	Matters related with trimming of trees, removal of uprooted trees etc.	DG-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.	DG-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. 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.	DG-OSD (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 (Revenue)
15.	All issues related with Municipal Markets	Chief Manager (Licence)	Jt. Mpl. Commissioner (Revenue)



Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
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	23971102
XIV	23971102
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 19.10.2012 to 25.10.2012. 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 19, 2012 (Friday)	-	Mpl. Secretary & D.G. (Civil)
October 20, 2012 (Saturday)	-	OSD-DG (Roads) & D.G. (Mech.)
October 21, 2012 (Sunday)	-	S.O. (S&D) & D.G. (TP)
October 22, 2012 (Monday)	-	D.G. (W.S.) & D.G. (Project)/KEIP
October 23, 2012 (Tuesday)	-	OSD-DG (P&S) & D.G. (Bldg.)
October 24, 2012 (Wednesday)	-	DG (P&D) & DG (Ltg.)
October 25, 2012 (Thursday)	-	DG (MPLADS) & DG (PMU)

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.
19.10.12	Dy. C. E. (Bldg.)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (P&D)
20.10.12	Dy. Ch. Engr. (Civil)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (Elec.-Dr.)
21.10.12	Dy.Ch. Engr. (Mech.-Rds.)	Dy. Ch. Engr., (W/S)	Dy. Ch. Engr. (Civil)
22.10.12	OSD (Elec. & Drainage)	Dy. Ch. Engr. (SWM)	Dy. Ch. Engr. (Dr.)
23.10.12	Dy. Ch. Engr. (PMU)	OSD (Drainage)	OSD (Ltg.)
24.10.12	Dy. Ch. Engr. (W.S.)	Dy.Ch.Engr.(Civil/South)	Dy. Ch. Engr., KEIP
25.10.12	Dy. Ch. Engr. (N), Bldg.	Dy. Ch. Engr. (W.S.)	Dy. C. E. (SWM - II)

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.

[Only designation of officers are given]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No 42 of 2012-13 Date: 04.09.2012.

Sub : Emergent instruments/apparatus arrangements during festive days (most particularly from October 19 to October 25, 2012).

24 × 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.41 of 2012-2013 dated 4.9.2012, 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.

SI 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	D.G.(Civil) DG- OSD (Roads.) D.G. (Mech.)	Lorries	15	One lorry in each Borough 1 × 15 = 15
			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 & XV.	D.G.(Project) Project Director	Lorry 4" & 6" Pumps Road materials	1 10	Bor-I Dy.C.E.
			Lorry 4" & 6" Pumps Road materials	1 64	Bor-VII 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. etc.	D.G.(Civil) DG- OSD (Roads)	As in serial No. 1 above		

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
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.) Jt. M.C. (Rev.)	Demolition Squad	1	Central Control Room
6	Matters related with trimming of trees, removal of uprooted trees etc.	DG- OSD.(P&S) E.E. (P&S)	Crane	1	Central Control Room
			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 Borough No. 1 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.	DG- 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	Pr. T.A. (E&M) Dy.C.E. (SWM-I)	Conservancy Trucks & Dumper Placers Misc. vehicles Pay-loaders Bulldozers	360 30 4 2	All 15 Boroughs

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
	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.	Dy.C.E. (SWM-II)			
9	Matters related with all water supply issues	D.G.(W. S) Dy. C.E.(W.S.) Dy. C.E.(W.S.)	Sufficient number of water tankers	72	HPL Office at Convent Road and Poddar Nagar at Prince Anwar Shah Road, Kalighat Booster
10	Matters related with water dispersal, drainage issues, sewerage and other problems	SO(S&D) D.G. (Civil)	Pump – 3 inch dia Pump – 4 inch dia Pump – 6 inch dia  Jet-cum-suction m/c  Lorry Vehicle (Zeep) Jet-cum-suction m/c Gully-pit emptier Pump - 6 inch dia	132 56 55  6	
11	Matters related with illegal construction of building, demolition of unsafe building etc.	D.G.(Bldg.) D.G. (Bldg.-II)  Pr.T.A.(E&M) (SWM)	Two demolition team led by Dy. CE (South) & Dy. CE (North) including 20 labourers, gas-cutter and hammer.  Pay-loader  Wrecker  Lorry	   1 1 4	Central Control Room  Central Control Room Central Control Room Central Control Room

SI No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
12	Matters related with illumination of streets, parks & squares, immersion ghats, replacement of bulbs etc.	DG (Elec. & Ltg.)  OSD.(Elec./Ltg.)	Vehicles mounted with diesel generator set with four nos. flood light	2	Central Control Room
			Emergency vehicles with well-equipped gangs Vehicle with one well-equipped gangs	2	Central Control Room
				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)  Jt. M.C. (Rev.)	Vehicle for Hq.	1	The vehicle allotted to DLO (Hq.) will report at Hq.
			Vehicle for Gariahat	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	Central Control Room
				2	Borough - XIV
17	Matters related with illegal filling of water bodies	D.G.(PMU)	-	-	-

Sl No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
18	Matters related with the supply of relief materials like tarpaulin etc.	Mpl. Secy.  Addl. Mpl. Secy.	<u>Relief Materials</u> 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	Caretaker
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.

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.

[Only designation of officers are given]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No 68 of 2012-13 Date: 18.10.2012.

It is hereby notified for information of all concerned that KMC Control Room, having telephone nos. 2286-1212, 2286-1313 and 2286-1414, which is normally operational 24 × 7 hours, during the festive days will be headed by the under mentioned officers as per the following time structure :

Date	8 A.M. to 8 P.M.	8 P.M. to 8 A.M.(next day)
20.10.2012	DG(Civil)	Municipal Secretary
21.10.2012	OSD-DG(Roads)	DG(Mech.)
22.10.2012	S.O.(S&D)	DG(TP)
23.10.2012	DG(W/S)	DG(Project)/KEIP
24.10.2012	OSD-DG(P&S)	DG(Bldg.)
25.10.2012	DG(P&D)	DG(Ltg.)
26.10.2012	DG(MPLADS)	DG(PMU)
27.10.2012	Ch. Manager(Amusement)	DMC(P)
28.10.2012	Ch. Manager(Revenue)	DMC(Supply)
29.10.2012	Ch. Manager(Education)	Ch. Manager(IUM)

The abovementioned officers will make themselves available at their specified date and hours at the Control Room itself and will use their earmarked vehicle for their movement. They shall be assisted by the Dy. Chief Engineers of different departments as mentioned in the Municipal Commissioner's Circular No. 41 of 2012-2013 dated 4.9.2012.

They are required to get the formatted Log Books filled up for each shift.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No 69 of 2012-13 Date: 18.10.2012.

The Control Room of KMC, which is operational 24x7 hrs, apart from executing their routine work, taking 2 hourly SITREP, and reporting any incident of emergent nature, **for this festive period in particular (from 20/10/2012 to 29/10/2012)**, will collect information on the following matters, from respective Departments, as per enclosed format.

All the Controlling officers, Dy Chief Engineers, Borough-Level Engineers/ Officers, are requested to furnish the requisite information to the Control Room, when asked for, immediately.

In furtherance, normal situational report, like heavy rainfall, water-logging, building collapse, fire, accident, will be taken on 2 hourly basis, and reported to Borough Chairman, Ward Councillors, Concerned Departmental Officers, (at all levels), both the Jt. Municipal Commissioners, and the Municipal Secretary.

Any serious incident shall also be brought to the notice of the undersigned, and the Hon'ble Mayor.

Each of the three shifts of the Control Room, during this period, will be headed by an Officer of an Assistant Manager rank, during these period.

Please take note, that any lapse, to receive and percolate information, in an timely and professional manner, during this period, will be strictly viewed.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



Sl No.	Date	Time of reporting	Deptt.	Information to be produced (Area wise mentioning Borough & Wards, & mention Targets in cases, wherever applicable)	Informations received in Brief	Actions taken/Name of Superior Officers informed
1			SWM	i) No. of trips made.		
				ii) No. of Vats cleared		
				iii) No. of felled trees lifted.		
2			Electrical & Lighting	i) No. of street/ decorative lights found not in order, and remedial action taken thereof.		
3			Parks & Gardens	i) No. of trees trimmed.		
				ii) No of immersions made, hour-wise and Ghat-wise.		
				iii) No. of idols lined up for immersion, hour-wise and Ghat-wise.		
4			Health	i) No. of trips made		
				ii) Vector control measures taken.		
5			Water Supply	i) Whether there is any acute shortfall of Drinking Water, at any Area.		
6			Building	i) Whether there is any attempt for any unauthorized construction (to be specified).		
7			PMU	i) Whether there is any attempt to fill up water bodies.		

Municipal Commissioner's Circular No 70 of 2012-13 Date: 18.10.2012.

1. As per Circular No.41, the concerned Controlling Officers have already been advised to remain alert at the highest state of preparedness so as to provide any urgent civic services to the citizens of the city and also to give lateral support to other public utility agencies during ensuing Puja and Id festivals.
2. In a recent review at the State level, the following points have been emphasized :
  - a) Matters related to trimming of trees, removal of uprooted trees from public places and streets, preparation of enclosures on each ghat for dumping and storage of used flowers and associated items.
  - b) Removal of garbage waste from the city roads, Puja pandals, vats, spoils, rubbish, cleaning of trimmed tree branches from roads, cleaning of used materials and flowers from the enclosures, removal of carcasses from ghats.
  - c) Matter related to public health issues including emergency medical support, vaccination, disinfection, ambulance services etc.
  - d) Illumination of streets, parks & squares, immersion ghats, replacement of bulbs, maintenance of Trident Lights etc.

The areas mentioned above are not exhaustive and include other services of KMC.

3. In this connection the Controlling Officers are advised to ensure as follows :
  - a) Dy. Chief Engineers, Exe. Engineers and other officials connected with the above services should be more mobile during the festive days and always be available for calls and SMS.
  - b) Immediate intervention should be made at their level.
  - c) Appropriate resources should also be mobilized to face any emergency situation.
  - d) Constant monitoring by Controlling Officers
4. The controlling offices should also ensure that regular reports are sent to the undersigned in case of any deficiencies in the services. The enclosed format may be used to highlight the shortcomings so that preventive action may be taken.
5. Since the civic services and the standard of services reflects the preparedness and standard of a city to the visiting population during the festive days, all officials should rise to the occasion and ensure the highest degree and standard of the services being rendered by KMC.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

#### FORMAT

Day of visit	Location	Nature of Service and concerned Department	Deficiencies and areas of intervention

#### Municipal Commissioner's Circular No 04 of 2012-13 Date: 12.04.2012.

In continuation to Circular no. 61 of 2011-12, dated 23.03.2012 the following is added for clarification.

1. All the schemes for which work order was issued after following the standard formalities before 01.04.12 will be treated as "liability" and does not require any E.R.P. input for further process.
  2. All other files will have to be entered through E.R.P. Engineering.
- This order will take immediate effect.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

#### Municipal Commissioner's Circular No. 11 of 2012-13 Date: 25.05.2012.

In continuation to MC's Circular No. 61 of 2011-12 dated 23/03/12 and in partial modification of MC's Circular No. 04 of 2012-13 dated 12/04/12, the following decisions have been taken for further simplification and for smooth & uninterrupted work flow :

1. **For Engineering & Health Department**, all the files processed under Object BI Code: 400, 500 & 800 will be processed through ERP Engineering.
2. In respect of BI codes viz. 600 and 700 of **Engineering & Health Department**, processing of files/bills through ERP System will be started from 1<sup>st</sup> October, 2012. For processing of files/bills except BI codes 400, 500 and 800; '**Standard Invoice Entry Screen**' is to be used, in the mean time.
3. For **Non-engineering Administrative Department**, the files/bills are to be processed (irrespective of object BI Codes) as usual as per existing procedure until further order. The necessary ERP entry for the bills will be made at the end of F & A Department. However,

Standard Invoice Entry screen will be used by all non-engineering departments from 1<sup>st</sup> October, 2012.

4. Notwithstanding anything stated above, it is further directed that the departments where mechanism already exist regarding CRN, those departments will submit their files/bills along with duly filled CRN Slip to the F & A Department for further processing.
5. In cases of works files where preparation of estimates and its approval formalities were completed before 31/03/2012, entry in ERP system will be made at bill processing stage by the respective departments.
6. In case of work under BEUP and MPLAD capturing of data in ERP system will be done at bill processing stage by the respective department.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No 16 of 2012-13 Date: 06.06.2012.

In continuation with the decision taken in the meeting held in the chamber of the undersigned on 10.05.2012 regarding the progress of ERP Engineering. It has been found that during the process of ERP engineering, the delegation of power for approval and consent has to be reorganized.

Under the process, some files have been approved without getting consent from the Appropriate Authority to be required as per M.C.'s Circular No.32 of 2007-08. Considering the situation, necessary consent from the Appropriate Authority may be obtained on hard copies to process the file further during the transition period of development of ERP Engineering.

[MC's Circular No. 32 of 2007-08 is given in Page No. 214]

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No 32 of 2012-13 Date: 10.08.2012.

Introduction of e-payment system for contractors/suppliers was under active consideration of the KMC authority for sometime past. It has been decided by the MIC vide its Resolution Item No. MOA 38.2 dated 31/07/12 that e-payment system for contractors/suppliers will be implemented within a time span of 2 - 3 months.

All contractors/suppliers are requested to furnish information in the format enclosed with this circular for capturing necessary data by the Finance & Accounts Department of the KMC. Filled-up form is to be submitted to the Manager System (FACC) within 15 days time from the date of issue of this circular.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**NEFT / RTGS / CBS Mandate Form**

1. **Vendor Details**

A. Name of Firm :

B. Name of Contact person :

C. Address :

D. Contact No. :

Telephone No. :

Mobile No. :

E-Mail ID :

2. **Particulars of Bank Account**

A. Account Title :

B. Name of the Bank :

C. Name of the Branch :

Address :

D. 11 digit IFSC Code :

E. 9 – Digit MICR Code number of the bank and branch

Appearing on the MICR cheque issued by the Bank :

F. Type of the account (S.B., Current or Cash Credit) :

G. Account number (as appearing on the cheque book) :

(Please attach a blank cancelled cheque or photocopy of a cheque)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I; have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

Date :

*(Signature of Account Holder)*

Certified that the particulars furnished above are correct as per our records.

*Signature of the Authorized Bank Manager with Rubber Stamp*

Date:.....2012

**Note : Please fill up the form in block letter.**

Municipal Commissioner's Circular No. 36 of 2012-13 Date: 16.08.2012.

It may kindly be noted by all concerned that the authority of the KMC has been pleased to allow booking of fund under budget heads "400" & "800" up to 85% of the budgetary allocations of 2012-13 till further order. Other terms and conditions as mentioned in Municipal Commissioner's Circular No. 62 of 2011-12 dated 06/03/12 will remain unaltered till further order.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 37 of 2012-13 Date: 24.08.2012.

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

As per Municipal Commissioner's Circular No. 32 of 2007-08 dated 27/12/07 that :

- i) The Executive Engineers of all Departments are authorized to sanction, vet & execute works upto Rs.1.00 lakh (Rupees One lakh only).
- ii) The Dy. Chief Engineer of all Departments are authorized to sanction, vet and execute works valued from Rs.1,00,001/- (Rupees One lakh one only) upto Rs. 3,00,000/- (Rupees three lakh only)
- iii) The Chief Engineer/DGs/Controlling Officers of all Departments are authorized to sanction, vet and execute works valued from Rs.3,00,001/- (Rupees three lakh one only) upto Rs.5,00,000/- (Rupees five lakh only) :

provided, inter alia, that all the tender/quotation are published in the Poura Tender Barta in advance and wide circulation in all usual ways (including notice Board display) is ensured. This delegated power can be exercised provided certain conditionalities, as mentioned in the said circular, are met by the concerned officials.

Further as per Municipal Commissioner's Circular No. 49 of 2011-12 dated 09/01/2012 notices inviting tender for works valued upto Rs.15.00 lakh (Rupees Fifteen lakh only) 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. Newspaper publication of the NITs will be made for only those works that are valued above Rs. 15.00 lakh (Rupees Fifteen lakh only); this will be arranged by the I&PR Department on requisition directly from the CME/DG/Controlling Officer concerned.

It is re-iterated that -

- i) No work should be artificially split-up for enjoying the delegated powers at any level and all cases with artificial split-up will be dealt with severely. However, in case of extreme emergency when split-up of work is inevitable and also technically feasible, administrative approval of the Municipal Commissioner/Hon'ble Mayor will have to be obtained for undertaking such work.
- ii) No work should be taken up without obtaining CRN as in vogue and, notwithstanding the delegation envisaged above, this centralized monitoring of fund availability position in terms of the extant budget in force will be exercised by the finance department.
- iii) All the other terms and conditions as mentioned in the circular no. 32 of 2007- 08 dated 27/12/07, circular no. 12 of 2011-12 dated 09/06/11 and circular No. 49 of 2011-12 dated 09.01.2012 should be followed strictly by the concerned officers.

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

[MC's Circular No. 32 of 2007-08 is given in Page No. 214]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 45 of 2012-13 Date: 10.09.2012.

In continuation to MC's Circular No. 11 of 12-13 dtd.25.5.12 and Circular No.18 of 12-13 dated 7 .6.12 regarding the operation of ERP in different deptts. After successful running of ERP engineering for the last four months with some teething problem, it was experienced that for works related to capital and maintenance in nature have basically four type mention as below.

- **A) Type of work :** The work which was taken by a deptt. with full control of finance and execution within its own hierarchy. There is no major problem for execution of work for this kind of deptt. of operation. However, all the deptts. have their own execution

wings which have a little problems for implementation of ERP Engineering subject to their implemented the work on their own work force.

- **B) Type of work :** The work which was taken by a deptt. with full control of execution within it own hierarchy with finance from the other deptt. This kind of work are facing a little problem.
- **C) Type of work :** There are some works which was taken by a part of deptt with a superior supervision of the Controlling Officer/Sr. Officer of the other deptt. with respect to finance and execution.
- **D) Type of work :** The works executed under BEUP & MPLAD have followed some different route of processing of files as per the authority order and standard practice. At present, the work is executed as per the standard norms and practice except ERP upto the bill level.

After considering the above matter, it was decided that for work type-A&B, the ERP will run for full cycle.

For C&D ERP will run from bill stage as short term solution as follows :

The Engineering Deptt. which will execute the job and they will function as per the standard norms and practice except ERP upto bill entry stage and the officer at the funding deptt. will enter the bill from their end after receive the hardcopy of the file with proper signature as deemed fit by the present system of work. This type of operation is adopted for MPLAD and BEUP work however for file of work up to 5 lacks will be forwarded by Higher official without any prejudice. Emergency work duly approved by the authority upto Rs 2 .00 Lac only bill will be enter on ERP.

For long term solution regarding the operation of ERP, the Committee headed by Pr. Ch. Engineer(C) will recommend the modification required for future course of action related to running of ERP engineering, on the basis of the recommendation made by the Committee, the Implementing Consultant will take the necessary action.

The order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 51 of 2012-13 Date: 20.09.2012.

It is notified for all concerned that Examiner of Local Accounts has expressed his concerns about the huge amount of outstanding advances lying unadjusted over the years. List of outstanding advances has already been sent to all the Departments by the office of the CMF&A.

All Controlling Officers/HODs are once again requested to submit the adjustment bill within 15<sup>th</sup> October, 2012. This may be considered as very important and urgent matter.

All the Controlling Officers/HODs are directed to get the advance adjusted before drawal of further advance or within 30 days time whichever is earlier. However, in case of mobilization advance as per contract, if any, such advance should be adjusted in terms of terms and condition of the contract.

This circular is issued with the approval of the Hon'ble Mayor dated 20/09/2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No 67 of 2012-13 Date: 18.10.2012.

Sub : Consideration of the Departmental draft Budget Estimate for the year 2013-2014 along with the Revised Estimate for the year 2012-2013.

- 1) Controlling Officers / Heads of the Departments are requested to submit the departmental draft Budget Estimate for the year 2013-2014 and the Revised Estimate for the year 2012-2013 as per CMFA's circular no.11 of 2012-2013, dated 09.10.2012.
- 2) The CMFA will hold conference with the C. Os. / H. O. Ds for consideration of departmental draft Budget Estimate for the year 2013-2014 as well as the Revised Estimate for the year 2012-2013.
- 3) For the first phase the programme shown in ANNEXURE -A to this circular, the concerned Officers are requested to attend the conference on dates and times shown in the ANNEXURE -A.
- 4) The C. Os / H. O. Ds will ensure that the target of Revenue Collection as shown in the Budget is fulfilled. In case of any constraint the C. O / H. O. Ds will please explain by placing a report in the Budget Conference through Controlling Officers indicating precisely the nature of constraints and the possible remedies to overcome such constraints.
- 5) The C. Os / H. O. Ds will prepare and place an exclusive list of specific programmes to be taken in the year 2013-2014 in the Budget Conference through Controlling Officers indicating the estimated cost against each of the programme for its incorporation in the Budget for the year 2013-2014.
- 6) The C. Os / H. O. Ds will also please ensure to examine the possibilities of new sources of revenue permissible under the KMC Act, 1980 and offer their recommendation for consideration in Budget Conference.

The Municipal Accountants (IFU) shall also attend the Budget Conference on respective dates and bring a statement of Revenue Collection and Revenue Expenditure from 01.4.12 to 30.11.12 against individual B. I. Codes including ESTABLISHMENT OBJECT CODE, i.e. '300'.

Further information will be issued by the CMFA as and when required.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

#### ANNEXURE - A

Programmes for Budget Conference to be held in the Chamber of CMFA.

<b>B. I. CODE</b>	<b>DEPARTMENT</b>	<b>DATE</b>	<b>DAY</b>	<b>TIME</b>
1100	MUNICIPAL AUTHORITIES	02-01-2013	WEDNESDAY	12 noon - 1 pm
1200	MUNICIPAL SECRETARY	02-01-2013	-00-	1 pm - 2 pm
1300, 1400	ACCOUNTS, P.F, PENSION	02-01-2013	-00-	2 pm - 3 pm
1500	TREASURY	02-01-2013	-00-	3 pm - 4 pm
1600	INFORMATION TECHNOLOGY	03-01-2013	THURSDAY	12 noon - 1 pm
1700	LAW	03-01-2013	-00-	1 pm - 2 pm
1800	I. & P. R	03-01-2013	-00-	2 pm - 3 pm
1900	S. R. A/C	03-01-2013	-00-	3 pm - 4 pm
2200	SURVEY	04-01-2013	FRIDAY	12 noon - 1 pm
2500	TOWN PLANNING	04-01-2013	-00-	1 pm - 2 pm
2700	P.M.U.	04-01-2013	-00-	2 pm - 3 pm

<b>B. I. CODE</b>	<b>DEPARTMENT</b>	<b>DATE</b>	<b>DAY</b>	<b>TIME</b>
7900	S. W. & U. P. A.	04-01-2013	-00-	3 pm - 4 pm
8100	PERSONNEL	07-01-2013	MONDAY	12 noon - 1pm
8200	CENTRAL RECORDS	07-01-2013	-00-	1 pm - 2 pm
8300	CENTRAL STORES & PURCHASE	07-01-2013	-00-	2 pm - 4 pm
4180	P & D	08-01-2013	TUESDAY	12noon-1.30 pm
3300	ASSESSMENT-COLLECTION (TOLLY)	08-01-2013	-00-	1.30 pm - 2 pm
3100, 3200	ASSESSMENT-COLLECTION (S) & (N)	08-01-2013	-00-	2 pm - 3 pm
8400	CENTRAL WORKSHOP	08-01-2013	-00-	3 pm - 4 pm
2100	ADVERTISEMENT	09-01-2013	WEDNESDAY	12 noon-1.30pm
2300	BUILDING	09-01-2013	-00-	1.30 pm - 2 pm
3400, 3440	LICENCE, AMUSEMENT	09-01-2013	-00-	2 pm - 3 pm
7900	S. W. & U. P. A.	09-01-2013	-00-	3 pm - 4 pm
3500	MARKET	10-01-2013	THURSDAY	12noon-2.30pm
4100	ENGINEERING / DG (C)	10-01-2013	-00-	3 pm - 4.30 pm
4200	WATER SUPPLY	11-01-2013	FRIDAY	12noon-2.30pm
4224	WATER SUPPLY TO SHIPS	11-01-2013	-00-	3 pm - 4 pm
5100	EDUCATION	14-01-2013	MONDAY	12noon-2.30pm
4221, 4222	BIG & SMALL DIA TUBEWELL	14-01-2013	-00-	3pm - 4 pm
4262	TALLAH P.S.	15-01-2013	TUESDAY	12 noon - 2 pm
4251	PALTA WATER WORKS	15-01-2013	-00-	2.30 pm - 4 pm
4233	WATTGUNGE P. S.	16-01-2013	WEDNESDAY	12 noon - 1 pm
4234	MULLICKGHAT P. S.	16-01-2013	-00-	1.30pm-2.30pm
4266	AUCKLAND & R. S. M. B. P. S	16-01-2013	-00-	3 pm - 4 pm
4300	SEWERAGE & DRAINAGE	17-01-2013	THURSDAY	12noon-2.30pm
4333	MECHANICAL SEWER CLEANSING	17-01-2013	-00-	3 pm - 4 pm
4400	ROADS	18-01-2013	FRIDAY	12noon-2.30pm
4474	PARKS & SQUARES	18-01-2013	-00-	3 pm - 4 pm
4500	S. W. M. - I	21-01-2013	MONDAY	12noon-2.30pm
4800	MOTOR VEHICLES	21-01-2013	-00-	3 pm - 4.30 pm
4600	LIGHTING	22-01-2013	TUESDAY	12noon-2.30pm
4700	ELECTRICITY	22-01-2013	-00-	3.00 pm - 4 pm
6100	HEALTH SERVICES	24-01-2013	THURSDAY	12 pm - 2 pm
7100	BUSTEE SERVICES	24-01-2013	-00-	2.30pm-4.30pm



B. I. CODE	DEPARTMENT	DATE	DAY	TIME
01	SOUTH SUBURBAN UNIT	25-01-2013	FRIDAY	12 noon - 4 pm
02	GARDEN REACH UNIT	28-01-2013	MONDAY	12 noon - 4 pm
03	JADA VPUR UNIT	29-01-2013	TUESDAY	12 noon - 4 pm

N.B. - Departments are requested to place specific programme against expenditure code 400 & 800.

In case of unavoidable circumstances dates of meeting can be changed and concerned department will be informed about the next date accordingly.

Municipal Commissioner's Circular No. 76 of 2012-13 Date: 05.11.2012.

It may kindly be noted by all concerned that the authority of the Kolkata Municipal Corporation has been pleased to allow booking of fund under Budget Heads "400" & "800" up to the full amount of budgetary allocations of 2012-13. Other terms and conditions as mentioned in the Municipal Commissioner's Circular No. 62 of 2012-13 dated 26/03/12 will remain unaltered till further order.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 83 of 2012-13 Date: 15.12.2012.

In partial modification the Municipal Commissioner's Circular No 24 of 2008-09, dated 4th July, 2008 it is notified that henceforth the daily hiring rates of official vehicles used by the Borough Chairpersons will be at par with the Hon'ble MMICs and other office bearers of the Corporation w.e.f 01st December, 2012.

The details of the hiring rates are given below :

- 1) Motor Cabs Bharat Stage II  
Purchased on or after 01.05.2003 Rs. 430/- only
- 2) Motor Cabs Bharat Stage III  
Purchased on or after 01.05.2005 Rs. 450/- only

There will be no change in respect of the limit of fuel as specified in Municipal Commissioner's Circular Number 41 of 2011-12, dated 22<sup>nd</sup> October, 2011.

This issues with the approval of the Hon'ble Mayor on 05.12.2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No 97 of 2012-13 Date: 26.02.2013.

Sub. : Enhancement of rate of hiring charges of vehicles used by different office bearers of KMC.

In suppression of all previous Circulars issued on the above subject in accordance with Notification of Transport Department of Government of West Bengal having No.3564-WT/3M-81/

98, dated 24/11/2008 of Addl. Chief Secretary to the Government of West Bengal, it is hereby notified that enhanced rate of hiring charges of vehicles, used by a) MMICs b) Leader of Opposition c) Chief Whip of Municipal Trinamool Congress Party d) Chief Whip of Municipal Left Front Party e) Leader of Municipal Congress Party f) Leader of Poursabha BJP Samity g) Chairman Municipal Accounts Committee h) Borough Chairpersons i) Controlling Officers, will be as noted hereunder :

<b>Mass Emission Standard (I)</b>	<b>Monthly hiring (per day charges) (II)</b>	<b>Other facilities &amp; conditions (III)</b>
Bharat Stage-II/III (Diesel Engine) having COMMERCIAL LICENCES ONLY	Rs. 465.00	a) Ceiling limit of fuel i) For petrol driven vehicles – 6 litres per day ii) For diesel driven vehicles – 5 litres per day
		b) Kilometers run per litre of fuel i) 8 K.M. per litre of petrol ii) 12 K.M. per litre of diesel
		c) Mobil oil to be supplied by KMC i) 1 litre per 500 k.m. run, no mobil will be issued for a run of less than 125 K.M.
		d) Overtime i) Rs. 20/- only per hour in excess of 10 hour's duty per day.
		e) Other terms and conditions i) Duty hours will be calculated from time of reporting till releasing the vehicle. No extra run for reporting and garaging will be allowed. ii) 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. iii) Consumption of fuel beyond the above limits, sanction of overtime costs and use of vehicles on no-working days for urgent business etc. will require prior approval of Municipal Commissioners as per standing practice.

F/A Department will specifically check, specifications imposed in Column (I), before enhancing the rate, of any vehicle.

This Circular is being issued with the approval of Hon'ble Mayor dated 20.02.2013, and will take effect from 1<sup>st</sup> March, 2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 106 of 2012-13 Date: 22.03.2013.

In partial modification of Municipal Commissioner's Circular No. 97 of 2012-13 dated 26/02/2013 it is hereby clarified that the terms and conditions for engagement of vehicle used by the MMIC and Borough Chairpersons will remain unchanged and be guided as per Municipal Commissioner's Circular No. 83 of 2012-13 dated 13/12/2012. It may further be clarified that in case of other vehicles the terms and conditions as laid down in Municipal Commissioner's Circular

No. 41 of 20 11-12 dated October22, 20 II will also remain in force. All concerned are requested to take further necessary action accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 107 of 2012-13 Date: 28.03.2013.

Mayor's Budget Estimate for the year 20 13-14 along with statement of budget allocation as per new Chart of Accounts was adopted by the Corporation on 20TH day of March, 2013 under section 131 (5) of the Kolkata Municipal Corporation Act, 1980 and will come into effect from 1 st April 2013. In the interest of proper management of fund it is imperative to meet the liabilities of 20 12-13 from the provisions of budget for 2013-14.

It is directed to restrict the booking of fund under all Budget heads "400" and "800" within 70% of the budgetary allocations of 2013-14 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 70%. 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 - Contra Heads and Councillors' Elaka Unnayan Prakalpa (8920/400). It may be noted by all concerned that fund provided under 8.1. Code '8924/800' i.e. 'Integrated Borough Schemes' can only be utilized for developmental civic works through creation of infrastructure Assets.

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 2013-14. These charges of fees, rates and charges will come into effect from 1<sup>st</sup> April, 2013. 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)

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 work for execution.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**CORRIGENDUM**  
2013-2014

**BUDGET ESTIMATE**  
2013-2014

Page No.	B.I. Code	Printed	To be read as
153	00 4431 400	Road Railing (a) Fund under D.G. (Civil)	Road Railing (a) Fund under D.G. (Roads)
153	00 8732 400	Staff Quarter (a) Fund under O.S.D. S&D	Staff Quarter (b) Fund under S.O. S & D

155	00 4431 800	Road Railing (a) Fund under D.G. (Civil) for capital works	Road Railing (b) Fund under D.G. (Roads) for capital works
155	00 8732 800	Staff Quarter (c) Fund under O.S.D. S&D	Staff Quarter (d) Fund under S.O. S&D

**STATEMENT OF BUDGET ALLOCATION AS PER NEW CHART OF ACCOUNTS  
2013-2014**

Page	B.I. Code	Particulars	Column	Printed	To be read as
223	00 4431 400	Road Railing	DEPT. CODE	410	443
225	00 4431 800	Road Railing	DEPT. CODE	410	443

**CORRIGENDUM (2013-2014)  
BUDGET STATEMENT 2013-2014**

Page	Para	Printed	To be read as
5	3.2	Surplus (+)	Surplus (+) / Deficit (-)

**hij-SV thta (hijmij) 2013-2014**

fij	AejRc	jta q-u-R	fs
4	2.1	ljsü Mj-a 2013-14 pij-ml	ljsü Mj-a 2012-13 pij-ml
12	4.17	-S He He CE BI Hj fL-ðfi Adf-e Nqfa q-hz	-S He He CE BI Hj fL-ðfi Adf-e Nqfa q-u-Rz
43		AejRc ew jta quoz	AejRc ew 4.133 q-hz

**RATES, TAXES, FEES & CHARGES 2013-2014**

Page	Department	Printed	To be read as
48	Licence Item No. 10	As per order of the authority charges towards Prevention of Food Adulteration against nature of Trades is delicated from the Schedule of 2013-14.	As per order of the authority charges towards Prevention of Food Adulteration against nature of Trades is deleted from the Schedule of 2013-14.

Municipal Commissioner's Circular No. 8 of 2012-13 Date: 20.04.2012.

It is hereby notified that no permission for holding meetings or rallies should be given without the organizers obtaining permission from Kolkata Police.

All concerned should be careful about this matter.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 09 of 2012-13, Date : 23.04.2012

Sub : Administrative report of Kolkata Municipal Corporation

The Kolkata Municipal Corporation will prepare a comprehensive administrative report containing department-wise details of functions, functionaries, organizational structure, key projects etc. This report is an attempt to list down the achievements and key reform initiatives undertaken by various departments of KMC in the past one year (from 1<sup>st</sup> April 2011 - 31<sup>st</sup> March 2012).

2. You are requested to kindly compile information related to your respective departments segregated under the following heads :
  - Brief History and Overview
  - Organizational structure and staffing details
  - Functions and activities
  - Past performance (1st April 2011-31st March 2012)
  - Future plan
3. A complete chapter on Water Supply Department has been enclosed as sample for reference purpose.

[Chapter on Water Supply Department has been omitted]

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 13 of 2012-13 Date: 30.05.2012.

Sub : 12 hours all India Hartaal called by some Political Parties.

Ref. : No. 780(60)-P.S., dated the 29<sup>th</sup> May, 2012 of the Chief Secretary, to the Govt. of West Bengal.

In view of the 12 hours Hartaal called by some Political Parties commencing from 06-00 hours of 31<sup>st</sup> May, 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 31.5.2012 in the CMO Building. Similar arrangements for opening other offices stipulated 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 31.5.2012 to the Office of the Municipal Secretary at the CMO as per the proforma given below by Special Messenger or fax the same to 2286-1150.

**Statement of Attendance on 31.5.2012 of .....Department**

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 30.5.2012.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 20 of 2012-13 Date: 05.07.2012.

Sub : Attendance and punctuality.

It has come to the notice of undersigned that timely attendance in office are not being properly enforced by the concerned Controlling Officers and Head of the Departments.

It is reiterated that no laxity should be permitted and the timings of arrival/ departure, allowable delay etc. as has already been earlier circulated, should be strictly followed and enforced. This should be brought to the notice of all concerned.

Surprise checks may be made by the undersigned and the Joint Municipal Commissioners. Failure to ensure timely attendance will be viewed seriously.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 21 of 2012-13 Date: 10.07.2012.

Sub : Inspection of the various KMC departments by the respective Departmental Heads and Controlling Officers.

KMC is a large organization with a huge working force employed in various offices located inside the C.M.O. Building and several other decentralized offices and units spread across the city, and some even outside the city boundary. Whereas, most of the policy decisions of KMC are taken at the HO level, effective execution of these decisions depends on smooth functioning and effective coordination between all units of KMC. In this backdrop, it is imperative that senior management of KMC keeps a close watch on functioning of all departments, sections and units, located in HO and in other decentralized units through regular inspections and visits. Such visits are not only intended to ensure adherence to proper work discipline, but also to ensure that senior management of KMC remains aware of ground level working conditions and key organizational issues and can take timely remedial measures.

In view of the above, KMC management feels the need to institutionalize a regular system of inspections and visits across the depth and breadth of the organization. In line with this objective, the undersigned would like to issue the following guidelines to all the Controlling Officers and HoDs of the KMC for immediate compliance.

- A. All the Controlling officers and the Departmental Heads shall put in place a system of regular inspections to all units/ sections directly under their control.
- B. The Controlling Officers and the Departmental Heads shall prepare detailed inspection schedule covering all units and sections, with clear earmarking of responsibilities and periodicity. The schedule should include visits to be made by the concerned CO/ HoD himself/ herself or visits to be carried out by his/ her sub-ordinate officers. Even though overall time schedule in respect of coverage of all units within a given timeframe shall be highlighted in the above schedule, provisions for adequate numbers of impromptu inspections and surprise visits should be built into the schedule.

- C. All Controlling Officers and HoDs are also advised to prepare detailed checklists for such inspections listing down the activities to be performed during these visits. Some of the generic issues that such visits are intended to cover are :
- 1) Status of Establishment, including vacancies, actual strength on job, etc.
  - 2) List of key activities/ jobs that are currently being undertaken by the concerned department/ unit and timelines for completing the same.
  - 3) Responsibilities allocated to each staff, availability of proper Job Chart/ responsibility matrix and adherence to the same.
  - 4) Maintenance of all relevant records, manuals, registers and files in prescribed manner.
  - 5) Actions proposed to be taken up by the visiting authorities to resolve the highlighted issues, along with timelines.
  - 6) The list of important issues that require intervention of higher authorities of KMC in order to be resolved.
  - 7) Action taken report in respect of the previous visit report for the same unit
- D. Subsequent to any inspection visit, the concerned visiting officer shall submit an inspection report to his immediate superior officer covering all the above points. In case of such visits made by Controlling Officers/ HoDs, a copy of the report shall be marked to the Municipal Commissioner.
- E. In order to implement the above set of guidelines, all Controlling Officers/ HoDs are requested to prepare detailed inspection plan for their respective departments/ functions, clearly highlighting :
- a. No of units/ sections to be covered and periodicity of visits
  - b. Overall timeframe to complete one round of visit covering all units/ sections under the concerned officer (inspection calendar – with adequate no of unannounced or surprise visits)
  - c. Delegation of power and responsibility matrix for undertaking such visits
  - d. Unit specific inspection checklist for each type of units to be visited, in addition to a common checklist that may be applicable to all units

All Controlling Officers are hereby requested to submit detailed Inspection Plan with above information to the Municipal Commissioner, on or before July 17, 2012. A meeting shall be held in the chamber of the undersigned on July 17, 2012 at 1:00 P.M. to review status of implementation.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 22 of 2012-13 Date: 10.07.2012.

All Controlling Officers are aware that KMC has a very good arrangement to conduct Video Conference among the different Borough Offices. But it has come to my notice that this system is not being used by the Controlling Officers of the various departments efficiently.

All the Controlling Officers are requested to make use of the Video Conference system to facilitate efficient functioning of their departments.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 23 of 2012-13 Date: 12.07.2012.

Sub : Revamping the functioning of Control Room, at CMO Building & Borough Offices from 15.06.12 to 15.11.2012.

The function of the 24 × 7 Control Room is of utmost importance for disaster management purpose. In order to make the system of receiving & communicating information in a more prompt & structured manner, the following instructions are issued, in furtherance to all orders, issued previously in this regard :

- 1) The Control Room will take a 2 hourly SITREP / INFORMATION from Police Control, Fire Control & Meteorological Office, to ascertain any news of disaster / fire / weather fore-cast, etc, and pass on the same, to Municipal Commissioner, Jt. Municipal Commissioner (G), Jt. Municipal Commissioner (R) & Municipal Secretary, every 2 hrs., without fail.
- 2) Incidents relating to any particular incident, like water-logging, fire, building collapse, be separately brought to the notice of Controlling Officers & other Officers of that relevant department separately.
- 3) At times of heavy rain fall, the status of working of pumps at different Pumping Stations (running / standby / no. of hired pumps deployed, if any), be also intimated.
- 4) All important incidents be brought to the notice of Hon'ble Minister-In-Charge, Municipal Affairs Department, Hon'ble Mayor, KMC, concerned MMIC, KMC, Borough Chairman and Local Ward Councillor.
- 5) All such information will be recorded in the logbook, which shall be signed by the Assistant Manager-In-Charge of the shift.
- 6) A similar Control Room be opened at all Borough Offices (atleast during the office hours to start) under supervision of D.G. (Civil), & they will transmit message, in a similar manner, to the Central Control Room.

Any lapses, in regard to proper collection & communication of such information will be viewed seriously.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 29 of 2012-13 Date: 06.08.2012.

I have seen most of the old projects. However, there is need of new projects from both Government of India fund, multi-lateral institution financing or otherwise.

Hence, you are requested to draw up basic structure of new projects and submit to the undersigned within a week.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 40 of 2012-13 Date: 03.09.2012.

Of late it has come to the notice of the KMC authority that Senior Officers of various departments are attending seminar/workshop in different parts of our country and also in abroad. Henceforth, all the officers concerned are requested to submit a report of their experiences by attending such seminar/workshop within 7 days of visit so that knowledge sharing among the different sectors of officers will take place. The officer will also be required to take one orientation course of the Controlling Officers and KMC Authorities on the acquired knowledge. This will facilitate the other officers to enrich their knowledge base.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



Municipal Commissioner's Circular No. 49 of 2012-13 Date : 17.09.2012

In supersession of the earlier arrangements, the following will be the Schedule of Monthly Review Meetings, **commencing from 1<sup>st</sup> October, 2012**, to be taken by Mpl. Commissioner :

<b>Day</b>	<b>Time</b>	<b>Subject &amp; Name of the Officer</b>	<b>Remarks</b>
<b>1<sup>st</sup> &amp; ,3<sup>rd</sup> Monday</b>	10.30 a.m to 12.30 p.m	1. Building matter 2. Disposal of Cases through Hearing related with Bldg. & Assessment	JMC (Rev.), Jt.MC (D), DG (Bldg.), OSD-DG (Bldg)II, DG (PMU), C.M. (Rev.), Legal Advisor, All SOBs, Assessor Collector will attend.
<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Tuesday</b>	10.30 a.m to 12.30 p.m  2.00 p.m.	General Review of deposit work of MSDP, NGRBA, SFC, Abattoir, Night Shelter, Pay & use toilets etc. - MPLAD  - BEUP	DG(Civil), DG(W/S), CMFA, CMHO, S.O. (S&D), Pr. T.A. (EM), CM (SS), JMC (Rev), DG(Mech), OSD-DG (Bustee). DG(MPLAD) will invite concerned MLAs, MPs and Controlling Officers Concerned Exe. Engineers may remain present in the video- conference.
<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday</b>	10.30 a.m to 12.30 p.m	General Review about e-Governance, ERP & IT, GIS	JMC ( Dev), JMR (Rev.), CMFA, Pr. CE(C), SO(S&D), DG(C), DG(Elec.), Pr. T.A (SWM), DG (PMU), IT (Advisor), Nodal Officer(ERP) and concerned Officers.
<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday</b>	10.30 a.m to 12.30 p.m	Co-ordination meeting with all Br.Exe. Engineers, Br. Exe. Engineer (Bldg.), Br. Exe. Health Officer and Assist. Director through Video Conference. Controlling officer will remain at Conf. - I	Jt. MC (G), KMC (Rev), DMC(P), PTA(SWM), DG (C), CMHO, DG (Bldg.), DG (WS)
<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Friday</b>	10.30 a.m to 12.30 p.m	Beautification Programme	Jt. MC(D), JT.MC(R), PTA (EM), CMFA, DG(C), DG(W/S), SO(S&D), DG(PMU), DG(Light-), OSD-DG (Bustee), OSD-DG(Parks), DG (Ltg.), CM(Adv.)
<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Saturday</b>	10.30 a.m to 12.30 p.m	1. Pending Audit Queries 2. Court Case	Jt. MC (R), Ld. LA, and controlling officer where concerned case is pending.
<b>2<sup>nd</sup> &amp; 4<sup>th</sup> Monday</b>	10.30 a.m to 12.30 p.m	Land Matters	Jt.M.C (D), Pr. LA, Ch.V& S, LA, CMLO, concerned Controlling Officers.
<b>2<sup>nd</sup> &amp; 4<sup>th</sup> Tuesday</b>	10.30 a.m to 12.30 p.m 2.00 p.m.	Health, Education & S. W. & U. P. A.  PPP, SRAC	Jt.MC(G), CM(SS), CMHO, C.M. (Education)  DG (PPP), CM (SRAC), Dy. Mgr. (SRAC), Dy. Mgr.(PPP), Manager (Sys)/ GIS, Asst. Engr. (C)/PMU

<b>Day</b>	<b>Time</b>	<b>Subject &amp; Name of the Officer</b>	<b>Remarks</b>
2 <sup>nd</sup> & 4 <sup>th</sup> <b>Wednesday</b>	10.30 a.m to 12.30 p.m	License, Revenue and other Revenue Collection Department	Jt. MC(R), CM(R),CM(License) and all concerned officials of Concerned Deptt. will attend.
2 <sup>nd</sup> & 4 <sup>th</sup> <b>Thursday</b>	10.30 a.m to 12.30 p.m	1. JNNURM, 2. RAY, 3. BSUP	Jt. MC (D), Pr. CME (C), DG(TP), DG(PMU), OSD-DG (Bustee).
2 <sup>nd</sup> & 4 <sup>th</sup> <b>Friday</b>	10.30 a.m to 12.30 p.m	General Administration and office Management Monsoon Preparation, Puja Preparation and other important Days	Jt.MC (D), Jt.MC (R), Mpl. Secy., CMFA, DG(C), SO (S&D), DG (Lighting), OSD-DG(RR), OSD-DG (P&Sq.), DG (Bldg), PTA(EM), DG(Roads).
2 <sup>nd</sup> & 4 <sup>th</sup> <b>Saturday</b>	10.30 a.m. to 12.30 p.m. 2.00 p.m.	Meeting with KMDA / KIT / KMWSA  Personnel	Jt. MC (G), DMC(P), DPOs

All concerned are requested to attend the scheduled meeting with appropriate reports.

Mpl. Secretary is requested to keep the Conference Room No.1 reserved for the scheduled meetings and also arrange for other logistic arrangements. The supporting staff from Caretaker Department should also be in place.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 50 of 2012-13 Date:18.09.2012.

Sub : 12 hours all India Strike called by some Political Parties.

In view of the 12 hours Hartaal called by some Political Parties commencing from 06-00 hours of 20<sup>th</sup> day of September, 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 20.09.2012 in the CMO Building. Similar arrangements for opening other offices stipulated 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 20.09.2012 to the Office of the Municipal Secretary (Fax No. 2286-1150) or to the Control Room, at the CMO as per the proforma given below :

**Statement of Attendance on 20.09.2012 of .....Department**

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

\_\_\_\_\_  
Signature of C.O./HOD

This circular is being issued with the approval of Hon'ble Mayor dated 18.09.2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

GOVERNMENT OF WEST BENGAL  
HOME (POLITICAL DEPARTMENT)  
SECRET SECTION

[ RADIOGRAM ]

FROM : CHIEF SECRETARY TO THE GOVT. OF WEST BENGAL.

TO :

- 1) ALL DIVISIONAL COMMISSIONERS,
- 2) ALL ZONAL INSPECTORS GENERAL OF POLICE,
- 3) INSPECTOR GENERAL OF POLICE, RAILWAYS,
- 4) ALL RANGE DEPUTY INSPECTORS GENERAL OF POLICE
- 5) DEPUTY INSPECTORS GENERAL OF POLICE, RAILWAYS,
- 6) ALL DISTRICT MAGISTRATES,
- 7) ALL SUPERINTENDENT OF POLICE,
- 8) SUPERINTENDENTS OF RAILWAY POLICE  
HOWRAH/SEALDAH/SILIGURI/KHARAGPUR

**Message Begins :**

No. 1331 (60)- P.S. dated the 19<sup>th</sup> September, 2012. NDA has given a call for a 24 hours Bharat Bundh all over India commencing from 06.00 hours on the 20<sup>th</sup> September, 2012 and Left Front has also called for a 12 hours General Strike in West Bengal in protest against the price hike of petroleum products. All precautionary measures should be taken to ensure that there is no violation of Law and order and that no untoward incident takes place. Attempts at forcible closure of Government offices, shops, markets, educational institutions, industrial establishment, etc. should be firmly dealt with. All State Government offices will remain open and all Government officers and employees should report for duty. Govt. employees will not be granted any leave on that day. Vital installation should be specially guarded. Normal vocation of the people in general should not be allowed to be disturbed. In particular it should be ensured that there is no interruption in normal flow of road traffic or stoppage of movement of trains due to squatting or other types of blockades. It is desired that such situations should not be allowed to develop and prompt advance action should be taken to effectively deal with them. Extensive road patrolling should be arranged and adequate Reserve Police Force be kept with vehicles at strategic centres so that whenever required they may be deployed quickly to deal with any untoward situation. Fire Brigade should be asked to be in readiness for dealing with arson cases, if any. It should be ensured that no Government property including the property of

Railways and other Central Government offices and undertakings destroyed or damaged. Government should be kept informed immediately of the developments. Reports on Law & Order situation in his District should be sent to the undersigned on Bandh day at 11.00 a.m. and 3.00 p.m. and further on a regular basis.

[ Message Ends ]

Sd/-  
(Samar Ghosh)  
Chief Secretary to the  
Government of West Bengal

No. 1331(60)/2- P.S.

Dated Kolkata the 19<sup>th</sup> September, 2012

Copy forwarded and necessary action to the Additional Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_ Dept. of this Government.

Sd/-  
Special Secretary to the  
Government of West Bengal

Memo no. 1345/MA/O/C-3/O-9/2000 Pt.

Date : 19.09.2012.

Copy forwarded for information and necessary action to :

- 1) Director, Local Bodies, West Bengal, Bikash Bhaban, Salt Lake with the request to circulate to all Urban Local Bodies.
- 2) Director, SUDA
- 3) Project Director, CMU
- 4) Chief Engineer, MED
- 5) Member Secretary, West Bengal Valuation Board
- 6) Joint Director, ILGUS
- 7) Commissioner, Kolkata Municipal Corporation
- 8) Commissioner, Howrah Municipal Corporation
- 9) Executive Officer, NDITA

Sd/-  
Joint Secretary  
Municipal Affairs Department  
Government of West Bengal

GOVERNMENT OF WEST BENGAL  
HOME (POLITICAL DEPARTMENT)  
SECRET SECTION

From : G. Bhattacharya  
Special Secretary to the Govt. of West Bengal

To : The Additional Chief Secretary/ Principal Secretary/ Secretary  
\_\_\_\_\_ Department.

No. 1332 (60) - P.S.

Dated Kolkata the 19<sup>th</sup> September, 2012

Sir,

You are aware that the NDA has given call for a 24.00 Hour "Bharat Bandh" all over India and Left Front also call for a "General Strike" commencing from 06.00 Hour on Thursday, the 20<sup>th</sup> September, 2012. Detailed instructions of the Government for maintenance of Law and Order as

issued in the Department Radiogram Message No. 1331 (60) – P.S. dated the 19<sup>th</sup> September, 2012 is enclosed.

I am directed to request you to furnish the details of attendance on that day by 12.30 P.M. positively in respect of the officers and staff of your department to the undersigned in the following format :

<b>GROUP</b>	<b>TOTAL NO. OF EMPLOYEES</b>	<b>NO. OF EMPLOYEES ATTENDED TILL 12.00 NOON</b>	<b>REMARKS (%)</b>
'A'			
'B' & 'C'			
'D'			
<b>TOTAL</b>			

Yours faithfully,

Sd/-  
Special Secretary to the  
Govt. of West Bengal

Memo no. 1346/MA/O/C-3

Date : 19.09.2012

Copy forwarded for information and necessary action to :

- 1) Director, Local Bodies, West Bengal,
- 2) Director, SUDA
- 3) Project Director, CMU
- 4) Chief Engineer, MED
- 5) Member Sectary, West Bengal Valuation Board
- 6) Joint Director, ILGUS
- 7) Commissioner, Kolkata Municipal Corporation
- 8) Commissioner, Howrah Municipal Corporation
- 9) Executive Officer, NDITA

Sd/-  
Joint Secretary  
Municipal Affairs Department  
Government of West Bengal

Municipal Commissioner's Circular No. 71 of 2012-13 Date: 21.10.2012.

Sub : Vision 2020 for KMC.

Every organization needs a vision statement to motivate all its employees to work towards a common goal with greater effort. For an organization like KMC, with a very large and diverse group of stakeholders, a vision statement is all the more necessary so as to build a consensus on different aspects of the development strategy for the city of Kolkata. This is especially important as by year 2020, 40% of India's population is expected to reside in urban cities, with existing large cities like Kolkata bearing most of this increased population load.

In this context it is very important for KMC to define its Vision 2020. As our Ex-President, Dr. APJ Abdul Kalam put it "A vision is not a project report or a plan target. It is an articulation of

**the desired end results in broader terms”**; thus the Vision 2020 should provide an overall direction to KMC’s different activities till year 2020.

KMC has many departments providing varied citizen services and hence any vision should be built in a bottom up fashion. The Controlling Officers of different departments are hence advised to formulate the following :

- i) Vision 2020 for their respective departments
- ii) A quarter-wise planning calendar mentioning the key activities, projects and actions to be taken up in the next 3 years till March 2015
- iii) Details of activities planned for the next 6 months, to be prepared on a monthly basis

A sample planning calendar format is enclosed. This may be used a rough guideline.

The above documents shall be submitted to P.D., KEIP & Jt. Municipal Commissioner, (D & G) by 15<sup>th</sup> November, 2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

<b>Monthly Planning Calendar for next 6 months</b>						
Department Name		Controlling Officer			<Signed>	
<i>Month</i>	<i>October 2012</i>	<i>November 2012</i>	<i>December 2012</i>	<i>January 2013</i>	<i>February 2013</i>	<i>March 2013</i>
Week 1	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>
Week 2	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>
Week 3	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>
Week 4	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>
Week 5	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>	<Key activities>
<b>Urgent Tasks</b>			<b>Important Tasks</b>		<b>Key Projects</b>	

<b>Planning Calendar for year starting October 2012 to October 13</b>				
Department Name		Controlling Officer		<Signed>
<i>Quarter</i>	<i>Oct. 2012 to Dec. 2012</i>	<i>Jan. 2013 to Mar. 2013</i>	<i>Apr. 2013 to Jun. 2013</i>	<i>Jul. 2013 to Sep. 2013</i>
Month 1	<Key activities>	<Key activities>	<Key activities>	<Key activities>
Month 2	<Key activities>	<Key activities>	<Key activities>	<Key activities>

Month 3	<Key activities>	<Key activities>	<Key activities>	<Key activities>
<b>Urgent Tasks</b>		<b>Important Tasks</b>		<b>Key Projects</b>

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 74 of 2012-13 Date : 01.11.2012.

In supersession of all previous orders regarding distribution of works among the Joint Municipal Commissioners, KMC, it is hereby directed that distribution of works among the Joint Municipal Commissioners will be as follows :

Md. Sahidul Islam, I.A.S. Project Director, KEIP & Joint Municipal Commissioner (Special)	<ol style="list-style-type: none"> <li>1. KEIP and Externally Aided Programmes.</li> <li>2. All interfaces in KMC with KEIP projects.</li> <li>3. Co-ordination with GOI and other Bodies.</li> <li>4. Overseeing implementation of Unit Area Method of Taxation.</li> <li>5. JNNURM / NGRBA</li> <li>6. Public/ Private Partnership Programmes and related issues.</li> <li>7. Minority Development.</li> <li>8. Matters relating to Land.</li> <li>9. Any other work as may be assigned from time to time.</li> </ol>
Sri Amarnath Mallick I.A.S. Joint Municipal Commissioner, (G)	<ol style="list-style-type: none"> <li>1. General Administration &amp; Office Management.</li> <li>2. Personnel</li> <li>3. Assessment Collection Department issues relating to the Application under Section 192 of KMC Act, 1980.</li> <li>4. Presiding over different Committees constituted with respect Assessment Collection Department.</li> <li>5. S.R. &amp; A.C.</li> <li>6. Provident Fund, Pension, Gratuity and other matters.</li> <li>7. Matters relating to staff quarters.</li> <li>8. Issues relating to Audit.</li> <li>9. Issues relating to Court case matters.</li> <li>10. MPLAD.</li> <li>11. BEUP.</li> <li>12. Licence.</li> <li>13. Amusement.</li> <li>14. Market.</li> <li>15. Stores &amp; Supply.</li> <li>16. I.T &amp; ERP.</li> <li>17. I.U.M.</li> <li>18. S.W.M.</li> <li>19. Any other work as may be assigned from time to time</li> </ol>
Sri Tapash Chowdhury WBCS (Exe.) Joint Municipal Commissioner (Revenue & Social Sector)	<ol style="list-style-type: none"> <li>1. I. &amp; P. R.</li> <li>2. Parking.</li> <li>3. Advertisement.</li> <li>4. Social Sector Department.</li> <li>5. Education Department.</li> <li>6. Health Department.</li> </ol>

	<p>7. Co-ordination with Bustee Services Department.</p> <p>8. Administrative and non-engineering co-ordination of works such as compilation of reports and returns thereof (for the Parliament and the Assembly questions as well as for other forums).</p> <p>9. Co-ordination with KMDA/ KIT/ KMWSA.</p> <p>10. Any other work as may be assigned from time to time.</p>
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During my absence in Headquarters, Joint Municipal Commissioner (Special) will be my leave substitute.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Corrigendum to Municipal Commissioner's Circular No. 74 of 2012-13 Date : 02.11.2012.

In partial modification of Municipal Commissioner's Circular No. 74 of 2012-2013, dated 1.11.2012 this is to state that Sri Tapas Chowdhury, WBCS (Exe.) has joined as Joint Municipal Commissioner since Md. Sahidul Islam, IAS is transferred as PD, KEIP. Sri Chowdhury will act as Jt. Municipal Commissioner (General and Development) and will hold all the charges as it was in case of Md. Sahidul Islam.

The existing charges of Sri Amarnath Mallick, IAS, Joint Municipal Commissioner (Revenue) will remain unchanged.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 78 of 2012-13 Date : 07.10.2012

In supersession of the earlier arrangements the following will be the schedule of Monthly Review Meeting, to be taken by Municipal Commissioner :

Day	Time	Subject & Name of the Officer	Remarks
1 <sup>st</sup> Monday	10.30 a.m. to 12.30 p.m.	1. Building matter 2. Disposal of Cases through Hearing related with Bldg. 3. Pending Audit Queries 4. Court Cases	JMC(Rev.),JMC(D),DG(Bldg.) OSD-DG(Bldg.)-II,DG(PMU), CM(Rev.),Legal Advisor, All SOBs, Assessor-Collector and Controlling Officer where concerned case is pending.
1 <sup>st</sup> Wednesday	10.30 a.m. to 12.30 p.m.	General review of deposit work of MSDP, NGRBA, SFC, Abattoir, Night Shelter, pay & use toilets etc.	DG(Civil),DG(WS),CMFA, CMHO,S.O.(S&D), Pr.T.A(EM), CM(SS),JMC(R), DH(Mech.) OSD-DG(Bustee DG(MPLAD)) will invite concerned MLAs. MPs. and Controlling Officers.



<b>Day</b>	<b>Time</b>	<b>Subject &amp; Name of the Officer</b>	<b>Remarks</b>
	2.00 p.m.	MPLAD BEUP	Concerned Ex. Engrs. may remain present in the video conference.
1 <sup>st</sup> Friday	10.30 a.m. to 12.30 p.m.	General review about e- Governance, ERP & IT, GIS, PPP, General Administration, Office Management, SRAC, Personnel	JMC(D&G),JMC(Rev.),CMFA, Pr.CE(C),S.O.(S&D),DG(Civil), DG(Elec), Pr.T.A(SWM),DG(PMU), IT Advisor, Nodal Officer(ERP), DMC(P), CM- SRAC and DPOs., Dy.Manager-SRAC, Manager (System)
3 <sup>rd</sup> Thursday	10.30 a.m. to 12.30 p.m.	Co-ordination meeting with all Borough Ex. Engrs, Br. Ex. Engrs. (Bldg.), Br. Ex. Health Officer and Asst. Director through Video Conference. Controlling Officer will remain at Conference Room No. 1	JMC(G),JMC(Rev.),DMC(P), PTA(SWM).DG(C).CMHO. DG(Bldg.),DG(WS)
3 <sup>rd</sup> Tuesday	10.30 a.m. to 12.30 p.m.	License, Revenue and other Revenue collection Department Hearing related Assessment.	JMC(D),Pr.LA, CV&S, LA,CMLO, Concerned Controlling Officers.
3 <sup>rd</sup> Saturday	10.30 a.m. to 12.30 p.m.	Health, Education & Social Sector, Land Matters	JMC(G),CM(SS),CMHO,CM(EDN) DG (PPP). Dy. Manager (PPP), Manager(System/GIS,Asst.En gr(C) PMU, Pr.L.A., Ch. V & S, L.A, CMHO, Concerned Controlling Officers.
	2.00 p.m	JNNURM, RAY & BSUP	Jt. M.C. (D), Pr. C.M.E©, DG(TP), DG(PMU), OSD- DG(Bustee)

All concerned are requested to attend the scheduled meeting with appropriate reports.

Municipal Secretary is requested to keep the Conference Room No.I reserved for the schedule meetings and also arrange for other logistic arrangements. The supporting staff from Caretaker Department should also be in place.

This will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 91 of 2012-13 Date : 06.02.2013.

In continuation of the earlier arrangement, the following will be the schedule of Monthly Review Meeting to be taken by the Municipal Commissioner in KMC Conference Hall -1 :

Day	Time	Subject & Name of the Officer	Remarks
3 <sup>rd</sup> Wednesday	10-30 a.m.	Beautification Programmes	JMC (Dev.), JMC (Rev.) CMFA, DG (Civil) DG (Bustee), DG (Ltg.)  DG (P&S) DG (WS) DG (PMU) CM (Advt.), DG(SWM), SO(S&D), representative of KMDA & KoPT
3 <sup>rd</sup> Wednesday	2-00 p.m.	B.E.U.P.	JMC (Gen. & Dev.) DG (MPLADS), CMFA, Dy. Manager (MPLADS) DG (TP), DG (PMU) DG (C)  DG (WS) DG (Ltg.), DG (P&S), OSD–DG (Bustee),  concerned MLAs, representative of Borough Executive Engineers and Executive Engineers of concerned lighting zones.

All concerned are requested to attend the scheduled meeting with appropriate reports.

Municipal Secretary is requested to keep the Conference Hall-1 reserved for the schedule meetings and also arrange for other logistic arrangements.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 96 of 2012-13 Date.: 18.02.2013.

Sub : Call of 48 hours General Strike on 20.02.2013 and 21.02.2013 by some Trade Unions, All over India, Commencing from 06.00 hours, of 20.02.2013.

No. 254(60) – ISS. Dated 18.02.2013 of Chief Secretary, to the Government of West Bengal.

In view of the subject captioned above, 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 both the days in the CMO Building. Similar arrangements for opening other offices stipulated 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 20.02.2013 & 21.02.2013 to the Office of the Municipal Secretary (Fax No. 2286-1150) or to the Control Room, at the CMO as per the proforma given below :

**Statement of Attendance on 20.02.2012/21.02.2013 (separately) .....Department**

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

\_\_\_\_\_  
Signature of C.O./HOD

This circular is being issued with the approval of Hon'ble Mayor dated 18.02.2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

GOVERNMENT OF WEST BENGAL  
HOME (POLITICAL DEPARTMENT)  
INTERNAL SECURITY BRANCH  
SECRET SECTION  
[ RADIOGRAM ]

FROM : CHIEF SECRETARY TO THE GOVT. OF WEST BENGAL.

TO :

- 1) ALL DIVISIONAL COMMISSIONERS,
- 2) ALL ZONAL INSPECTORS GENERAL OF POLICE,
- 3) INSPECTOR GENERAL OF POLICE, RAILWAYS,
- 4) ALL RANGE DEPUTY INSPECTORS GENERAL OF POLICE
- 5) DEPUTY INSPECTORS GENERAL OF POLICE, RAILWAYS,
- 6) COMMISSIONER OF POLICE, HOWRAH/BIDHANNAGAR/  
BARRACKPORE/ASANSOL-DURGAPUR/SILIGURI
- 7) ALL DISTRICT MAGISTRATES,
- 8) ALL SUPERINTENDENT OF POLICE,
- 9) SUPERINTENDENTS OF RAILWAY POLICE  
HOWRAH/SEALDAH/SILIGURI/KHARAGPUR

[ Message Begins ]

No. 254(60) – ISS. Dated 18<sup>th</sup> February. 2013. Some Trade Unions have given a call for 48 hours General Strike on the 20<sup>th</sup> & 21<sup>st</sup> days of February, 2013 all over India commencing from 06.00 hours on the 20<sup>th</sup> day of February, 2013 in support of their various demands. Wide publicity may be made through miking at the local level that forceable stoppage of normal life has been held illegal by Hon'ble High Court. Police and administration would provide necessary security and assistance in accordance with the instructions that follows. All precautionary measures should be taken to ensure that there is no violation of law and order and that no untoward incident takes place. Attempts at forcible closure of Government offices shops, markets, educational institutions, industrial establishments, etc. should be firmly dealt with. All the State Government offices will remain open on those days and all Government employees should report for duty. Govt. employees will not be granted any leave on those days. Vital installations should be specially guarded. Normal vocation of the people in general should not be allowed to be disturbed. In particular it should be

ensured that there is no interruption in normal flow of road traffic or stoppage of movement or trains due to squatting or other types of blockades. It is desired that such situations should not be allowed to develop and prompt advance action should be taken to effectively deal with them. Extensive road patrolling should be arranged and adequate Reserve Police Force be kept with vehicles at strategic centres so that whenever required they may be deployed quickly to deal with any untoward situation. Fire Brigade should be asked to be in readiness for dealing with arson cases, if any. ;it should be ensured that no Government property including the property of Railways and other Central Government offices and undertakings is destroyed or damaged. Government should be kept informed immediately of the developments. Reports on Law and order situation concerning his district should be sent to the undersigned on those days at 11.00 a.m. and 3.00 p.m. and further on a regular basis.  
[ Message ends ]

Sd/-  
(Sanjoy Mitra)  
Chief Secretary to the  
Government of West Bengal

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The Office-in-Charge,  
DGPs Control Room,  
Writers Buildings,  
Kolkata – 700 001.

Please transmit the above message to the addressees immediately.

Sd/-  
Addl. Secretary to the  
Govt. of West Bengal

Municipal Commissioner's Circular No. 98 of 2012-13 Date : 02.03.2013.

All concerned are hereby informed that as per Circular no. 96 of 20 12-13 issued by the undersigned all KMC employees were enjoined to attend office on 20.02.2013 and 21.02.2013, the days of 48 hours General Strike called by some Central Trade unions, all over India and it also mentioned that no leave will be granted for the said days.

Now, a question has arisen regarding treatment of absence from duties on 20.02.2013 and 21.02.2013 in case of those employees who did not attend office on the said days.

In this connection, Circular issued by the Finance Department, Govt. of West Bengal, vide Memo No. 1256- F(P), dated 18.02.2013 is being forwarded for issuance of 'Show-Cause' Notice to those employees who remained absent from office on the above mentioned days asking them to explain why action would not be taken against them for such unauthorized absence.

It has been decided that the provisions as contained in Department's Memorandum No. 2013-F(P) dated 06.03.2012 read with No. 3291-F(P) dated 19.04.2012 shall apply in respect of treatment of absence of employees on 20<sup>th</sup> and 21<sup>st</sup> February, 2013.

All action in terms of this order should be completed by 31<sup>st</sup> March, 2013.

The explanation/Reply by the employee concerned should be submitted to his/her respective Controlling Officer/Head of the Department within 3(Three) days of receiving the 'Show-Cause' Notice. After received 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 within 15<sup>th</sup> March, 2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Enclo : (1) Memorandum as stated  
(2) Draft 'Show-Cause' Notice

Show Cause Notice

Ref. No.

Dated :

To  
Sri/Smt. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Whereas a 48 hours General strike was called by some Central Trade Unions all over India on 20.02.2013 and 21.02.2013.

Whereas a Circular was issued by the Municipal Commissioner vide no. 96 of 2012-13, dated 18.02.2013, enjoining all employees of the Kolkata Municipal Corporation to attend office without fail on 20.02.2013 and 21.02.2013 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 20.02.2013 and 21.02.2013.

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. 96 of 2012-13, dated 18.02.2013.

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 Head of the Department

Government of West Bengal  
Finance Department  
Audit Branch  
Writers' Buildings, Kolkata – 700 001.

No. 1256-F(P)

Dated, the 18<sup>th</sup> February, 2013

MEMORANDUM

In Circular No. 254(60)-ISS dated 18<sup>th</sup> February, 2013 of the Home Department, Government of West Bengal, it has been directed that all State Government offices would remain open on 20<sup>th</sup> 21<sup>st</sup> February, 2013 and all Government employees should report for duty. It has also mentioned therein that no leave would be granted to any Government employees on those dates.

The Governor has now been pleased to decide that the provisions as contained in the Departments Memorandum no. 2013-F(P) dated 6<sup>th</sup> March, 2012 read with No. 3291-F(P) dated 19<sup>th</sup> April, 2012 shall apply in respect of treatment of absence of employees on 20<sup>th</sup> and 21<sup>st</sup> February, 2013. All Heads of Offices will take action accordingly.

All actions in terms of this order should be completed by 31<sup>st</sup> March, 2013. Compliance report on the action taken should be sent to the Finance Department.

Sd/-  
Secretary to the  
Government of West Bengal

No. 1256/1(500)-F(P)

Dated, the 18<sup>th</sup> February, 2013

Copy forwarded for information and necessary action to :

01. The Additional Chief Secretary/ Principal Secretary
02. Principal Accountant General (A&E), W.B. Treasury Buildings, 2, Government Place West, Kolkata – 700 001.
03. Senior P.A. to the Principal Secretary, Writers' Buildings, Finance Dept.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office- I, 81/2/2, Phears Lane, Kolkata – 700 012.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office- II, Jawahar Building, P-1, Hyde Lane, Kolkata – 700 073.
06. The Pay & Accounts Officer, Kolkata Pay & Accounts Office- III, I.B. Market, 1<sup>st</sup> Floor, Sector-III, Bidhannagar, Kolkata – 700 091.
07. The Asst. Secretary & DDO, Finance Department, Writers' Buildings
08. The Asst. Secretary & JDDO, Finance Department, Bikash Bhavan, Salt Lake, Kolkata – 700 091.
09. The Commissioner, \_\_\_\_\_
10. The District Magistrate/Judge, \_\_\_\_\_
11. The Sub-Divisional Officer, \_\_\_\_\_
12. The Treasury Officer, \_\_\_\_\_
13. The Principal, Industrial Training Institute, \_\_\_\_\_
14. The Superintendent of Police, \_\_\_\_\_
15. The Superintending Engineer/Exe. Engineer, \_\_\_\_\_
16. \_\_\_\_\_
17. All Special Secretary/Joint Secretary/Deputy Secretary/Asst. Secretary/OSD/Registrar of this Department.

Sd/-  
OSD & EO Joint Secretary to the  
Government of West Bengal

Municipal Commissioner's Circular No. 99 of 2012-13 Date : 05.03.2013.

This is for information to all concerned that “no arrangement of meeting to be convened in the Conference Room – I and II as shown below due to preparation of budget works :

**During the period**

<b>Conference Room –I</b>	<b>13 to 20<sup>th</sup> March, 2013</b>
<b>Conference Room-II</b>	<b>only on 16, 19 and 20<sup>th</sup> March, 2013</b>
1. PD (KEIP)	2. Jt. M.C.(R)
3. Jt. M.C.(D)	4. DMC(P)
5. DMC (Supply)	6. CMFA
7. LA	8. CMA

- |                             |                          |
|-----------------------------|--------------------------|
| 9. CME(P&D)                 | 10. CMHO                 |
| 11. DG(Elect)               | 12. DG(PMU)              |
| 13. DG(Civil)               | 14. DG (Bldg.)-I         |
| 15. DG (Bldg.)-II           | 16. DG (TP)              |
| 17. DG (Civil)              | 18. DG(MPLAD)            |
| 19. DG (Market)             | 20. DG(SWM)              |
| 21. DG (Mechanical)         | 22. SO (S&D)             |
| 23. Chief Valuer & Surveyor | 24. OSD(IT) Anil Chandra |
| 25. CM (SR & AC)            | 26. CM (Rev)             |
| 27. CM(Social Sector)       | 28. Dy. Manager (SS)     |
| 29. Manager (Advt.)         | 30. Dy. Manager (SS)     |

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 84 of 2012-13 Date : 27.12.2012.

In order to identify the underground public utility system e.g. water supply, Drainage & Sewerage lines, Optical fibre, electrical & telephone lines/cables etc. a Committee is formed who will extend their supports and idea for preparation of GPS (Geographical Penetrating Survey) map for the KMC jurisdiction. The committee comprises of the following officials -

<u>Name of the Committee Member</u>	<u>Designation</u>	<u>Remarks</u>
Mr. Tapas Chowdhury	Jt. MC (G)	Chairman
Mr. Subrata Seal	DG (PMU)	Convener
Mr. Bibhas Kr. Maiti	DG (Water Supply)	Member
Mr. Soumya Ganguly	DG (P)/KEIP	Member
Mr. Amit Kr. Roy	SO (S&D)	Member
Mr. Soumitra Bhattacharya	DG (Roads)	Member
Mr. Monobrata Chowdhury	DG (Lighting)	Member
Mr. P. K. Dhua	DG (Civil)	Member

The committee members will sit together after every fortnight, review the progress of work related to GPS Map examine the proposal of Govt./Semi Govt./Private Agency intend to do any kind of underground work and place the same with their views before the KMC authority to take decision.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 34 of 2012-13 Date : 03.08.2012.

West Bengal Urban Wage Employment Scheme

It has now been decided that in addition to Engineering, Bustee, PMU and Conservancy, the Urban Wage Employment Scheme shall also be extended to Health Sector for enhancing the surveillance activity and cleaning of the permanent breeding ground of mosquitoes in the following scale per Borough :

- 1) 2 persons per Ward with Borough level with one Supervisor per Borough
- 2) Borough Health officer will monitor and supervise the deployment of, the wage employment workers.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 43 of 2012-13 Date : 06.09.2012.

Sub : Cancellation of leaves.

The KMC Authority has taken several steps to prevent dengue and malaria in the city of Kolkata. A substantial manpower including medical & paramedical staff, field workers and volunteers are already in place towards this effort. With a view to supplementing the efforts of KMC in fighting dengue and malaria, the leaves (including holidays and Sundays) of all officials who are involved in vector control activities from the following departments, are cancelled with immediate effect, till further order.

1. Civil Engineering
2. Solid Waste Management - I and II
3. Health
4. Building

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 47 of 2012-13 Date : 12.09.2012.

West Bengal Urban Wage Employment Scheme

The Kolkata Municipal Corporation Authority has decided to engage 10 personnel each for every Ward, from NHCs/local volunteers, for enhancing the surveillance activities and cleaning of permanent breeding grounds of the Mosquitoes, with a view to countering the menace of Dengue in the city of Kolkata.

They will report to Borough Health Officer, who will monitor and supervise the deployment of the workers.

They will be paid @ Rs.100/- per day during the month of September and October, 2012 only on the basis of their attendance and performance.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 59 of 2012-13 Date : 05.10.2012.

West Bengal Urban Wage Employment Scheme

Sub : Payment procedure of the deployed persons for combating Dengue/ Malaria

1. Vide Circular No. 47 of 2012-13 dated 12.09.2012, KMC Authority decided to engage 10 persons each for every Ward from NHCs/local volunteers, for the month of September and



October, 2012, for enhancing the surveillance activities and cleaning of permanent breeding grounds of mosquitoes with a view to countering the menace of Dengue in the city of Kolkata

2. The KMC Authority has also decided to extend the surveillance work, specially in the. Markets (Order No. H/00/312/2012-13 dt. 11.09.2012) to fight the menace of Dengue/Malaria. For this purpose, a centralized team of 10 persons was deployed at the disposal of SS (Market), who shall also function under guidance from CMHO.
3. In all the above two cases, the deployed force was being supervised by the Health Department. It has already been decided that they will be paid @ Rs. 100/- per head/day during the month of September-October 2012, on the basis of their attendance and performance.
4. The Health Dept. will act as the Nodal Department for all these deployed forces. The remuneration will be paid in the scale prescribed under Urban Wage Employment Scheme and the funds would be booked from the grant of Urban Wage Employment Scheme.
5. CMHO as Nodal Officer, shall take appropriate action in consultation with DG (Bustee) so that there is no hindrance in respect of payment of remuneration.
6. This issue has, however, been deliberated upon in the meeting of M.L.C. held on 5.10.2012 and it has since been decided that the remuneration for these Volunteers shall be paid in cash through Muster Rolls for ensuring speedy disbursement during festive season.
7. The Borough Health Executive shall prepare Ward-wise Muster Rolls as per the enclosed format and send to CMHO for his sanction and onward transmission to DG(Bustee). After D.G. (Bustee)'s sanction and noting, the bills, in miscellaneous formats, shall be submitted to the concerned IFU at CUDP-III for issuance of cheque in favour of the concerned Borough Health Executive for effecting necessary payment.
8. The records of the payment shall be kept in the office of the Borough Health Executive for audit and other official purposes. The original Muster Roll will be required to be submitted to Finance Department through CMHO for necessary adjustment.
9. In respect of Volunteers deployed by Spl. Superintendent (Market), the bills shall be drawn by S.S. (Market) and submitted to DG (Bustee) through Chief Manager (Market) for effecting necessary payment as per the above procedure.
10. This has the approval of Hon'ble Mayor.

[ Format has been omitted ]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 75 of 2012-13 Date : 02.11.2012.

Sub : Removal of unauthorized Khatalas and Piggeries

It has come to the notice of the KMC authorities that illegal and unauthorized khatalas and piggeries are functioning in some parts of the city. It may be noted that these establishments/ units cause significant inconvenience for the citizens, increases serious health hazards and overall pollutes the city's environment.

The existence of such establishments is not permitted under few sections of the Kolkata Municipal Corporation Act, 1980.

- A.** Section 519 of the Kolkata Municipal Corporation Act, 1980 says that no person shall use or permit to be used any land or premises for keeping horses, cattle or other quadruped animals or birds for transportation, sale or hire or for sale of the produce thereof without or otherwise than in conformity with the terms of a license granted by he Municipal Commissioner on payment of such fees as may be determined by the Corporation by regulations
- B.** Section 520 of the Kolkata Municipal Corporation Act, 1980 says that if any horses, cattle or other four footed animals or birds are kept on any land or premises in contravention of

the provisions of the section 519 or are found roaming or tethered on any street or public place or on any land belonging to the Corporation, the Municipal Commissioner or any officer or employee of the Corporation authorized by him in this behalf may seize such horses, cattle or other four footed animals or birds and may cause them to be impounded or removed to and maintained in such places as may be appointed by the State Government or the Corporation for this purpose; and the cost of such seizure and impounding or removing and maintenance as aforesaid shall be recoverable by sale of such animals or birds by auction.

C. Section 523 of the Kolkata Municipal Corporation Act, 1980, strictly provides the power to stop nuisances from animals. It states that :

- 1) Whenever the Municipal Commissioner is of the opinion that the user of any premises for keeping any animal or bird thereon is causing a nuisance and that such nuisance should immediately be stopped, the Municipal Commissioner may, by order, require the owner or the occupier or such premises to stop such nuisance within such period as specified in the order.
- 2) If, at the end of such period, the nuisance is not stopped, the Municipal Commissioner or any other officer authorized by him in this behalf may cause such use of such premises stopped forthwith by posting police pickets or by such other means as he thinks fit at the cost of such owner or occupier.
- 3) If such owner or occupier does not deposit the cost as aforesaid within such time as may be specified by the Municipal Commissioner or the officer authorized by him in this behalf or if the nuisance is not abated, the nuisance shall be stopped by the Municipal Commissioner or by the officer authorized by him in this behalf and the cost may be realized by seizure and auction of the articles or properties found in the premises.

Thus, it is important to realize the urgency of the situation with respect to health concerns and a need for immediate action to be taken for removal/ demolition of such unauthorized khatalas. Any non compliance to do so by the concerned owner should immediately be strictly dealt with as per Law and an action taken Report be sent to the undersigned thereafter.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 03 of 2012-13 Date : 11.04.2012.

Sub. : Procurement of Computer Hardware.

It was earlier notified vide Municipal Commissioner's Circular No. 40 of 2011-12 that the Computer Hardware Procurement Committee, constituted vide Municipal Commissioner's Circular No. 14 of 2007-08 dated 25<sup>th</sup> July 2007 read with Municipal Commissioner's Circular No. 18 of 2007-08 dated 29<sup>th</sup> August 2007, would now 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.

Subsequently, the Computer Hardware Procurement Committee was directed to float tender / obtain quotations directly from OEM so as to fix up the rates of necessary computer hardware. It is now hereby notified that the different Departments may procure the computer hardware, as may be needed, out of the departmental budgetary allocation, following the finalized rate chart as given hereunder (These rates will be valid up to **30/09/12** after which revised rates will be notified) :

Sl. No.	Item	Order to be placed on	Quotation reference	Approved Rate (Rs. per unit)
1	Desktop PC (Chirag) (specification enclosed)	M/s R.P. Infosystems Ltd., 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor, 20/1C, Lalbazar Street, Kolkata – 700 001.	RPIL/KMC/PC-Tender/12-3/002 dated 09/04/12	29,000/- + tax (3 years comprehensive onsite warranty)
2	Laserjet Printer (HP P1566) (specification enclosed)	”	NIT No. 314/11- 12 dt. 26/03/12; Bid dated 01/04/12	8,500/- + tax (1 year comprehensive onsite warranty)
3	APC Line Interactive 600 VA UPS	M/s Smart Planet IT Solutions Pvt. Ltd. 6A, Deshapriya Park (East), 3 <sup>rd</sup> Floor, Kolkata – 700 029	APC/AC/KMC/O 01 dated 02/03/12	2,300/- + tax (2 years warranty on UPS and battery)
4	HP SJ 4050 A4 scanner	”	Quotation dt. 27/02/12 from Sri Sudarshan Paul, Enterprise Accounts Manager, IPG- Managed Enterprise Solution, HP India Sales (P) Ltd.	13,500/- + tax (1 year from date of purchase)

The above procurement must, however, conform to the following ceiling :

Engineering Department	Non – Engineering Department
<p>Total number of computer h/w (including h/w earlier provided by CHPC or directly procured) must conform to the following guideline :</p> <p>a) Principal Chief Engineer/Chief Municipal Engineer/ Director General/OSD/SO/Dy. Chief Engineer/Ex. Engr. may procure 1 (one) set of PC + UPS + laserjet printer each)</p> <p>b) No. of sets of PC + UPS that may be procured by A.E./SAE = Total no. of A.E. &amp; SAE in the Department ÷ 2</p> <p>c) Max. 2 nos. of laserjet printers and 1 (one) no. of A4 may be procured for all A.E.s and SAEs in each Unit</p> <p>d) Establishment Section of each Unit Office may procure 1(one) set of PC + UPS + laserjet printer.</p>	<p>The Manager (System) concerned will fix up the requirement with justification.</p>

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Technical Specification for Desktop PC

<b>Item Description</b>	<b>Specification Details in the tender</b>
Specification of Desktop PCs	Intel ® Core™ i3-2100 Processor @ 3.10 GHz or Better.
	Intel ® H61 Express Chipset OEM Motherboard.
	4 GB DDR3 RAM with 8 GB Expandability Support.
	Integrated SATA Controller with Minimum 4 SATA Ports.
	DDR3 RAM @1066 MHz FSB or Better.
	3MB Intel® Smart Cache.
	DMI 5 GT/s
	<input type="checkbox"/> 2 × 5_25" for External Optical <i>Drives</i> . <input type="checkbox"/> 2 × 3.5" for Internal Hard Disk <i>Drives</i> .
	Chirag Min Tower Steel Reinforced Metal Chassis.
	1 × 320 GB SATA II or Better.
	20X SATA DVD Writer.
	I/O Interfaces
	<input type="checkbox"/> 1 Serial Port / through PCI card. <input type="checkbox"/> 1 Parallel Port / through PCI card. <input type="checkbox"/> 6 USB 2.0 Ports (4 Back + 2 Front). <input type="checkbox"/> PS/2 or USB Ports for KB & Mouse <input type="checkbox"/> VGA Port. <input type="checkbox"/> RJ45 Port. <input type="checkbox"/> Audio Ports.
	3 Slots (PCI + PCI Ex 1 + PCI Ex 16)
	TCO Displays 5.0 & Energy Star 5.0 Certified 18.5" Wide LCD Monitor.
	Intel® HD Graphics 2000.
	PS-2 or USB 104 Keys Windows Keyboard.
	Ps-2 or USB 2 Button Optical Scroll Mouse.
	BIOS with Flash, Plug n Play, ACPI Support.
	Integrated Onboard 10/100/1000 Mbps Ethernet Controller with WOL, PXE.
	Integrated Audio Controller with External Stereo Speaker.
	Minimum 200 Watts Surge Tolerant Power Supply.
	Preloaded Windows 7 Professional 32 Bit with Media & COA.
	Attached Direct Named OEM Declaration of Microsoft.
	* Preloaded Software Utility for System Diagnostics. * Preloaded Complete System Back and Restore Software.
	Windows 7, Intel, FCC Class B, UL Certification.
	Attached Product Brochure. Information is Available Through Publicly Accessible Website.
	ISO 9001:2008, ISO 14001:2004, OHSAS 18001: 2007 Certified.
	3 Years Comprehensive Onsite Warranty.
	Specification of Laser Printer
A4	

	8 MB
	8000 Pages
	600 × 600 × 2
	Input --ISO sheets input tray
	Output - 150 sheets
	Sizes - 250 sheets input tray
	Types – Paper
	Interfaces - Hi Speed USB 2.0 port
	1 year comprehensive onsite warranty for all components.

Corrigendum to Municipal Commissioner’s Circular No. 03 of 2012-13. Date : 19.04.2012.

Sub : Procurement of Computer Hardware.

In Municipal Commissioner’s Circular No. 03 of 2012-13, the approved model of A4 scanner may please be read as **HP SJ 4010** instead of HP SJ 4050.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner’s Circular No. 57 of 2012-13 Date : 29.09.2012.

It transpires that there is some streamlining process required before implementation of e-tendering and e-payment systems which was scheduled to be implemented from 1<sup>st</sup> October, 2012.

This is for information of all concerned that e-tendering and e-payment systems now shall be effected from 1<sup>st</sup> April, 2013 i.e., at the end of the financial year.

All concerned are requested to take necessary action to train their personnel in this period for proper implementation of the same.

This circular has been issued with the approval of Hon’ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner’s Circular No 19 of 2012-13 Date: 29.06.2012.

Sub : Inclusion of Joka-I and Joka-II Gram Panchyats within Kolkata Municipal Corporation.

Joka-I and Joka-II Gram Panchayats have been included under the jurisdiction of Kolkata Municipal Corporation, vide Notification No. 203/MA/O/C-5/CC/IL-1/2011 dated 28.5.2012.

Taking over of assets of Gram Panchayats has been proposed and we are awaiting instruction of Principal Secretary, Panchayat and Rural Development Deptt. in this matter.

However, since the Gram Panchayats have ceased to function, it has been decided that KMC will start delivery of services to the population residing in those areas immediately.

It has, therefore, been decided that the areas will now be looked after by the respective department themselves from the headquarters.

Following are the immediate action points for respective departments :

Health	1) Arrangement for issue of Birth Certificates 2) Arrangement of issue of Death Certificates 3) Measures of Vector Control 4) Programmes of Ward Health Unit 5) Management of Burning Ghats & Burial Grounds.
SWM	Regular removal of solid wastes
Lighting	Arrangement and maintenance of street lighting.
Building	To dispose of pending applications for sanction of building plans
Civil	To repair and maintain existing assets, prevent water-logging.
Drainage	To look after sewerage & drainage infrastructure
Parks & Squares	To maintain existing assets
PMU	To keep watch on water-bodies.

Respective departments should earmark officers who will look after this work immediately. They should visit the area and take up very urgent works.

After formal hands over of assets are received from District Administration, KMC staff may operate from the erstwhile Gram Panchayat offices. In the meantime, KMC staff may conduct their operations from the nearest available offices.

You are requested to take immediate action on the above. Advice of Hon'ble Mayor may be taken regarding the immediate action needed.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 39 of 2012-13 Date : 30.08.2012.

Sub : Partial modification of Municipal Commissioner's Circular No. 38 of 2012-2013, dated 28.08.2012.

In partial modification of the above mentioned circular on the matter of inclusion of Joka – I & Joka – II Gram Panchayats areas under the jurisdiction of Kolkata Municipal Corporation area, it is hereby stated that Sri Anupam Guha, Assistant Engineer (Civil) under the Department of CME(Civil), Borough –XIV will act as Special Officer of the newly constituted wards pertaining to the areas of Joka- I and Joka – II Gram Panchayats.

He will perform his duties in additional to his normal duties.

This modifies Circular No. 38 of 2012-2013, dated 28.8.2012 of the undersigned, so far as it relates to point No. (v).

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 44 of 2012-13 Date : 07.09.2012.

Joka - I & Joka - II Gram Panchyats have been included under the jurisdiction of the Kolkata Municipal Corporation vide Notification No. 203/MA/O/C-5/CC/IL-1 /2011 dated 28/05/2012 and such inclusion had already been communicated through Municipal Commissioner's Circular No. 19 of 2012-13 dated 29/06/12.

Now in order to provide civic services in the newly added areas, it has been decided in the MIC meeting dated 31/08/12 vide Item No. M-40.7 to make necessary budget provision of Rs.10.00 crore in the following heads :

<b>Expenditure Head</b>	<b>Budget Code No</b>	<b>Budget Provision (Rs. in lakh)</b>
Administration & Support	161200 600	80.00
Water Supply	164210 400	40.00
	500	20.00
	800	40.00
Sewerage & Drainage	164321 400	80.00
	500	40.00
	800	80.00
Roads	164421 400	80.00
	500	40.00
	800	80.00
Parks & Squares	164474 400	8.00
	500	4.00
	800	8.00
S.W.M. – I	16 4510 400	40.00
	500	20.00
	600	100.00
	800	40.00
Lighting	164620 400	40.00
	500	20.00
	800	40.00
Health	166111 400	10.00
	600	30.00
	800	10.00
Bustee Services	167110 400	25.00
	800	25.00

All concerned are requested to take a note of the above decision of the MIC and take necessary action in this respect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 92 of 2012-13 Date : 06.02.2013.

Sub : Decisions of the Mayor-In-Council vide Item No. MOA-54.4 dated 11-01-2013 regarding street naming, fixation of street code, numbering of premises/units including landed properties in Ward No. 142, 143 & 144 falling under Joka-I & Joka-II.

In compliance to the above said decision of the Mayor-In-Council, the following points are stated for guidance of all concerned :

- 1) Special Officer (Revenue) for Joka-I & II will start immediate numbering of such landed properties/premises/vacant lands/residential units/non-residential units at Joka-I & Joka-II may be mutated and found to be recorded in the books of records of Panchayat & BL&LRO.

- 2) As per existing norms of .Assessment-Collection Department, left side of any street/road will be given **uneven nos.** and right side will be given **even nos.** as far as practicable following running serial.
- 3) The landed properties/premises/vacant lands/residential units/non-residential units at Joka-I & Joka-II that will be found to be mutated and in the books of records of either Panchayat or BL&LRO will be given nos. as stated at **Point No.2** above.
- 4) But the landed properties/premises/vacant lands/residential units/non-residential units at Joka-I & Joka-II that are neither found to be mutated and recorded in the books of records either of Panchayat or of BL&LRO will also be given running serial as far as practicable but within bracket, it will be written as **U**.
- 5) At the time of such numbering, Special Officer (Revenue) for Joka-I & II will also hand over a **Property Information Form** to the owners/persons primarily liable to pay tax/ persons liable to pay tax. This will also be done in case of flats/apartments/non-residential units. Necessary information will also be gathered about occupiers/tenants etc during the time of numbering.
- 6) Special Officer (Revenue) for .Joka-I & II will try to complete the numbering process as soon as possible and as far as practicable.
- 7) Data/Information about all these things will be captured in a Stand-Alone Computer, so that Manager-Systems (A-C) can input that data/Information to the main data base of Assessment- Collection Department after completion of such numbering process. Special Officer (Revenue) for Joka-I & II will keep constant liaison with Manager-Systems (A-C) in this regard. It is desirable that no flaw/error takes place at the time of data transfer/input in the main data base of KMC from Stand-Alone Computer. Hence, both these officials i.e. Special Officer (Revenue) for Joka-I & II and Manager-Systems (A-C) will remain extremely alert.
- 8) Since Joka-I & II will also be required to be incorporated in the Unit Area System, the GIS Mapping so done for the Unit Area System need to be applicable *mutatis & mutandis* for Joka-I & II also. In consideration of this view point, it is suggested that at the time of this numbering process, the GIS Mapping for Joka-I & II will also be started and parallelly continued.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 38 of 2012-13 Date : 28.08.2012.

Sub : Taking over of charges of Joka-I & Joka-II Gram Panchayats, vide Notification No. 203/MA/O/C-5/CC/IL-1/2011 dated 28.05.2012 of Department of Municipal Affairs, Govt. of West Bengal.

In terms of the Notification cited above, and, in view of the decisions taken in the meeting chaired by the Municipal Commissioner, KMC, the date of assuming charges and providing full-fledged services of the Corporation, has been fixed on **01-09-2012**

Now, in order for smooth transition of this change over, the following decisions are taken :

- i) All service providing Departments of KMC, viz. Assessment-Collection, Bustee, Building, Civil, Education, Electrical, Health, Sewerage & Drainage, Solid Waste Management, Water Supply etc. will start providing services of their respective departments w.e.f. **01-09-2012** without fail.
- ii) The Estate Management Department of KMC under supervision of Chief Valuer & Surveyor will arrange to take over the possession of the area, on behalf of the Corporation, on basis of the list of assets already supplied by the District Magistrate, South 24-Parganas.



- iii) The Municipal Commissioner, KMC will take a **meeting at Joka-II G.P. Office** with the Controlling Officers of all the above-mentioned departments [as enumerated in pt. (i) & (ii)] **on 01-09-2012 at 10-30 AM.** The Controlling Officers will ensure presence of such KMC staff already deployed under their control in the said meeting.
- iv) DMC (P) will initiate the process of such numbers of the staff who have exercised option for working in KMC and post them with respective departments within seven days, for their absorption, maintaining due formalities.
- v) The Borough Executive Engineer (Civil) of Borough-XIII will act as Administrative Officer of the areas under erstwhile G.P. of Joka-I, which is proposed to constitute Ward No.142 and will make himself available at the said Ward Office (erstwhile Joka-I G.P. Office), thrice a week – Monday, Wednesday, Friday from 10-30 AM to 2-30 PM, starting from 01-09-2012. Similarly, the Borough Executive Engineer (Civil) of Borough – XIV will act as Administrative Officer, of the areas under erstwhile G.P. of Joka-II which is proposed to constitute Ward Nos. 143 & 144 and will make himself available at the said Ward Office (erstwhile Joka-II G.P.), thrice a week – Monday, Wednesday, Friday from 10-30 AM to 2-30 PM starting from 01-09-2012.

The Controlling Officers/his subordinates as detailed in Pt. No. (i), will also make themselves available at the said Ward Offices, twice a week starting from 01-09-2012.

This Circular is issued with the concurrence of Hon'ble Mayor dated 27.08.2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 86 of 2012-13 Date : 07.01.2013.

Sub : Recycling of treated waste water in KMC.

- 1) Among the various challenges that Kolkata is facing, non-recycling of waste water ranks very high. KMC, at present, provides about 300 million gallon of treated water and about 40 million gallon of untreated water to its residents daily and this provides a huge scope of recycling. The waste water generation, due to industrialization and increasing population, is also increasing at a rapid pace. Further, rain water, too, provides significant opportunity of recycling of water. Thus, need arises to design appropriate water and wastewater management plans optimally so that competing pressures on scarce water resources can be eased and waste water can be optimally utilized.
- 2) Since inception, the waste water has been pumped to Dry Water Flow (DWF) channel and has been vastly used in wet lands for agricultural farming, pisciculture, etc.
- 3) The KMC authority has been laying constant emphasis on development of wastewater treatment facilities, recycling, recovery, recharging, and storage and after due consideration of the gravity of the situation, the following activities have been prescribed for making waste water reuse a priority and a requisite in all its ongoing and future sewerage projects.
  - (i) The Sewerage & Drainage department will ensure inclusion of a clause in all the sewerage projects which mandates treatment and reuse of waste water generated for use in either horticulture or other non-potable use. The discharge of existing STPs shall be constantly monitored to ensure the quality of discharged water. The department shall also, in consultation with other line departments, submit effective proposal for reusing the discharged water for various purposes and take action thereof
  - (ii) As per the amended West Bengal Municipal(Building) Rule 2007, rain water harvesting is made mandatory for all new buildings or any housing complex and such water is to be used for the purpose of fire fighting arrangement, watering garden plant, car washing,

landscaping and other uses like ground water recharging. The on-going building projects taken up by the Private as well as Government sectors should be reviewed time to time by the Building Department. The Building Department shall ensure strict compliance of the provisions in all the existing projects.

The Building Department shall also examine the feasibility of introducing water harvesting arrangement in all existing buildings, wherever possible, to ensure further capturing of rain water and its appropriate utilization including ground recharging. A team of officials shall monitor the progress achieved in this respect and the outputs arrived at from time to time and submit report and further recommendations to the Corporation authority.

- (iii) The KMC nurtures around 1200 Parks, gardens, road side gardens, etc. in Kolkata. Unfortunately, all these beautification are currently being nourished by portable drinking water source. The Water Supply Department, in consultation with Parks & Square Department, should immediately arrange for alternative source like treated waste water for irrigating these parks and gardens and arrange for disconnecting the existing portable water supply. A periodical assessment as to the progress achieved in this respect should be done from time to time and placed before the Corporation Authority for further action.
- (iv) A review shall also be done by KEIP on the on-going and upcoming STP projects and recommendations should be submitted to the Corporation Authority immediately as to the possible steps of utilization of waste water in respect of ground water recharging and possible recharging of treated waste water in all the possible ways.

- 4) The KMC authority will review all the sub-components mentioned above on quarterly basis where the Controlling Officers of each of the Department shall submit appropriate reports / recommendations on progress.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 15 of 2012-13 Date : 06.06.2012.

Sub : Emergency arrangements during the ensuing norwester/rainy season in the next few months of 2012.

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)/slum areas	(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. Each Supervisor will have a mobile phone. The teams will be centrally controlled by Parks	From 1.4.2012 till 30.11.2012	OSD (Parks & Squares) Ex. Engr. (P & S) Ex. Engr. (P & S) Asst. Horticulturist /

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		<p>&amp; Squares Dept. in order to facilitate inter-Borough movement, if required. On Sunday &amp; 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 2-00 PM to 10-00 PM and one team from 10-00 PM to 6-00 AM in the next morning. On Sundays and holidays, as stated earlier, there will be two teams in each shift. On every weekday, there will be two teams at the Control Room, two teams from 6-00 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 &amp; Squares Deptt. for emergency removal of well grown-up trees and this crane 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 &amp; Squares) &amp; Ex. Engr. of Parks &amp; Squares Deptt. may be allowed to use hired vehicles during Sundays, holidays and beyond office hours as and when required from 1.4.2012 to 30.11.2012.</p>	<p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>Arboriculture Overseer in Control Room : Asst. Horticulturist</p> <p>Arboriculture Overseer</p> <p>Arboriculture Overseer</p> <p>Arboriculture Overseer</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
2.	Lighting & Electricity Deptt. (Removal of uprooted lamp posts and traction)	<p>a) In each of the 15 <b>Boroughs</b> 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 8-00AM, two teams will be placed in the <b>Central Control Room</b>. 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 15.06.2012 to 29.10.2012</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. Engr. (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 sub-merge 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 15.6.2012 to 29.10.2012</p> <p>- do -</p>	<p>Pr.T.A. (Mech.-Elec.)</p> <p>Dy. C.E. (SWM - I)</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	<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 &amp; DLPS</p> <p><u>MANNING AT THE WATERLOGGING POCKETS</u> A : There are three FLOOD CONTROL centres(Hrishikesh park,Subodh Mullick</p>	<p>From 15.6.2012 to 29.10.2012</p> <p>From 15.6.2012 to 29.10.2012</p>	<p>SO (S &amp; D)</p> <p>DG (Elec.)</p> <p>Dy. C.E. (Mech.)</p> <p>OSD (Civil) S &amp; D Deptt.</p> <p>Dy. C.E. (Elec.)</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
	of mazdoors at water logging pockets, deployment of pumps etc.)	<p>square park &amp; Traingular park) in Town system &amp; suburban system area.</p> <p>There will be round the clock manning in each flood control centre with at least one SAE , one SARKAR &amp; sufficient departmental Majdoor perpetually available in each shift.</p> <p>B : There is ONE FLOOD CONTROL centre (Ultadanga syphone pumping Station) in Manicktala system area.</p> <p>There will be round the clock manning in flood control centre with at least one SAE, one SARKAR &amp; sufficient <b>Contractual Majdoors</b> 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</p> <p>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</p> <p><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-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 15.6.2012 to 29.10.2012</p> <p>From 21.10.2012 to 25.10.2012 (for free movement of vehicles during Pujas)</p> <p>- do -</p> <p>From 15.6.2012 to 29.10.2012</p>	<p>- Pumping Stations.</p> <p>Dy. Engr. (S.C.)</p> <p>Ex. Engr. (Dr./North)</p> <p>Ex. Engr. (Dr./Central)</p> <p>Ex. Engr. (Dr./South)</p> <p>Ex. Engr. (BDPS)</p> <p>Ex. Engr. (DLPS)</p> <p>Ex. Engr. (MDPS)</p> <p>Ex. Engr. (PBPS)</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
5.	Engg. Deptt. (Deployment of skeleton majdoors at water logging pockets, removal of water logging, deployment of potable pumps etc.)	<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 over-seeing 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. Mazdoor and Sarkar who will attend office from 2-00 PM to 10-00 PM on working days, will remain absent in the morning shift.</p> <p>(iii) Mazdoor under West Bengal Urban Employment Scheme should be posted at the listed water logging from 9AM to 5PM during the entire monsoon period (from 15.6.2012 to 29.10.2012). 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 15.06.2012 to 29.10.2012.</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 10-00PM for movement of mazdoors from one water-logging pocket to another water-logging pockets.</p>	<p>From 15.6.2012 to 29.10.2012</p> <p>From 15.6.2012 to 29.10.2012</p> <p>From 15.6.2012 to 29.10.2012</p> <p>- do -</p> <p>- do -</p>	<p>Dhua, D.G. (Civil)</p> <p>OSD (Civil) Br.-I to V Dy.C.E.(Central) Br.-VI to IX</p> <p>Dy. C.E. (S) Br.-X to XII</p> <p>Dy. C.E. (Hq. &amp; West) Br.-XIII to XV</p> <p>E.E., Br.-I</p> <p>E.E., Br.-II</p> <p>E.E., Br.-III</p> <p>E.E., Br.-IV</p> <p>E.E., Br.-V</p> <p>E.E., Br.-VI</p> <p>E.E., Br.-VII</p> <p>E.E., Br.-VIII</p> <p>E.E., Br.-IX</p> <p>E.E., Br.-X</p> <p>E.E., Br.-XI</p> <p>E.E., Br.-XII</p> <p>E.E., Br.-XIII</p> <p>E.E., Br.-XIV</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		<p>(vi) One hired vehicle preferably Jeep/ Tata Sumo should also be kept at Borough office 6-00AM 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 &amp; 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) Deployment of portable pumps – sufficient nos. of portable pumps will be deployed by Borough Executive Engineers according to need basis in consultation with DG (Civil).</p> <p>(x) 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>	<p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>E.E., Br.-XV</p> <p>E.E., Br.-XIII</p> <p>E.E., Br.-XIV</p> <p>E.E., Br.-XV</p>
6.	Roads Deptt.	<p>OSD (Roads) will keep necessary arrangements in case of urgent need for road repairing work.</p> <p>I. Mechanical Deptt. of Roads Deptt. will be ready to supply hot asphalt mixture as</p>	<p>From 15.6.2012 to 29.10.2012</p>	<p>OSD (Roads)</p> <p>Ex. Engr. (Roads/N)</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		well as deployment of departmental gang ; rollers and other machinery as and when required to meet the emergent situation.	- do -	Ex. Engr. (Roads/South) D.G. (Mech.) Roads
7.	Building Deptt. (Demolishing of insecure building and negotiation of collapses)	<p>(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.</p> <p>(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.</p> <p>(iii) Pr. T.A. (E&amp;M) will keep one pay-loader, two lorries, a team of mozdoors (headed by one Supervisor with a mobile phone) on every working day from 9-00PM to 5-00 AM and the same drill will be there on Sundays and holidays throughout in the Control Room.</p>	<p>From 20.4.2012 to 29.10.2012</p> <p>- do -</p> <p>From 15.6.2012 to 29.10.2012</p>	<p>D.G. (Bldg.)</p> <p>OSD (Bldg.-II)</p> <p>Dy. C.E. (Bldg.-South)</p> <p>Dy. C.E. (Bldg.-North)</p> <p>C.O. (Spl. Squad)</p> <p>S.O. (Spl. Squad)</p> <p>S.O. (Spl. Squad)</p>
8.	Health Deptt. (Ambulance Services, disinfection & supply of medicine)	<p>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</p> <ul style="list-style-type: none"> <li>➤ 2 ambulances at headquarters;</li> <li>➤ 1 ambulance at Bag Bazar ambulance service station;</li> <li>➤ 1 ambulance at Manicktala ambulance service station in Bor.-III;</li> <li>➤ ambulance services at Bor.XI, XII and joint office of Bor.XIII &amp; XIV near Siddheswari Kali Bari; at the Bor. XV office.</li> </ul> <p>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.</p>	<p>From 15.6.2012 to 29.10.2012</p> <p>- do -</p>	<p>C.M.H.O.</p> <p>OSD (Health)</p>



Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		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 × 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 in at the water logging pockets.  (iii) Maintenance gang will be available on 24 × 7 basis at 6 Convent Road.	From 15.6.2012 to 29.10.2012  -do -  - do -	D.G. (WS) Dy. C.E.  Dy. C.E. Ex. Engr. S.A.E.
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 at R.B. Avenue, Hazra Road, Bidhan Sarani and 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 15.06.2012	From 15.6.2012 to 29.10.2012	Pr. C.E. (Civil)/ CME (P&D) D.G. (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. On working days during the office hours he will keep at least one Asst. Engr./Sub Asst. Engr. in the Control Room.	From 15.6.2012 to 29.10.2012	Municipal Secretary Addl. Mpl. Secretary S.O. (S&D) D.G. (Elec.)  Telephone arrangement in the Control Room : 2286-1212/2286-1313 (for outgoing 2286-1414 (for incoming)

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		<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>		

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 15.06.2012 to 29.10.2012.**
- (iv) **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. 46 of 2012-13 Date : 12.09.2012

This is for information of all concerned that the KMC has decided to continue the scheme of reimbursement of medical bills for the employees and sitting Councillors of KMC with a sum assured of Rs. 1.00 lakh against individual, spouse, children and parents (in-laws excluded).

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

1. All KMC employees and Councillors along with five family members; viz. spouse, parents and two eldest, unemployed and unmarried children below the age of 25 years (as on 1<sup>st</sup> September 2012) 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 disease 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 any where 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. 1,000/- is payable.
8. Concerned patient shall be admitted at least for 24 hours.
9. There shall be no sub-limit against any disease whatsoever. Full eligible amount shall be paid.
10. Maximum hospital room rent / bed charge payable is Rs. 1200/- per day.
11. Maximum hospital room rent / bed charge for ICU/ICCU/ITTU is Rs. 3,000/- per day.
12. Documents shall be produced to the office within 60 days from the date of discharge from the hospital / nursing home.
13. A sum of Rs. 25,000 in advance may be given to an employee subject to the approval of the authority, as decided by the H.O.D./ Controlling Officer of the concerned employee (to be recovered from medical bill/ salary). The format of the advance amount shall be available from the Heads of each department.
14. The concerned incumbent will mention the advance amount when submitting the claim application for final settlement.
15. The guidelines as stated below must be followed (This part shall be checked and verified by the concerned department before recommendation of HOD/CO ) 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 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 dependent major child, age proof and relationship proof (Certificate issued by the local councillor/ration card) must be enclosed with the application.
  - d) In case of claiming benefit for children, separate proof of identification/ family statement must be attached.
  - e) Employee's joining date in K.M.C must be mentioned in the claim form.
  - f) Latest copy of pay slip must be attached with the claim form.
  - g) 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) Requisition slip/prescription/aqvice/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. The admissibility of the claims has to be certified by the team of Medical Officers, so formed by the CMHO. giving specific views justifying the amount of admissibility.
18. 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.
19. For submission of claims and any other details, employees are requested to contact the Medclaim Section, municipal Secretary's Department on all working days except Saturday between 2-30 P.M.
20. 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 is deemed to have come to effect from 1<sup>st</sup> September, 2012, and will be valid till 31<sup>st</sup> March, 2013.

Sd/-  
(Khalil Ahmed)  
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. 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.
2. 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.
3. 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.
4. All expenses arising out of HIV or AIDS and/ or other sexually transmitted disease.
5. Expenses incurred for evaluation or diagnostic purpose not followed by active treatment.
6. Naturopathy, experimental or alternative medicine including acupuncture acupressure, magneto-therapy.
7. Expenses on irrelevant investigations, private nursing charges, referral fee to family physician, doctor/surgeon/consultant's fees etc.
8. Genetical disorder/stem cell implantation/ surgery.
9. Non-medical expenses including personal comfort items such as telephone/ television/ diet/ dietician/ barber/ beauty services/ baby food/ cosmetics/ napkins/ toiletries/ guest services.
10. Change of treatment from one pathy to other unless being agreed/ allowed by the consultant under whom treatment is taken.
11. Treatment for obesity or condition arising thereof or any weight control programme.
12. Treatment arising from any hazardous activity like scuba diving, motor racing etc.
13. Out-patient diagnostic/ medical/ surgical procedures, non-prescribed drugs/ hormone replacement therapy sex change or any treatment related to this.
14. Any kind of service charge/ surcharge/ admission fees/ registration charges etc. levied by the hospital.
15. Doctor's home visit charges/aya /attendant/ nursing charges during pre and post-hospitalization period.
16. 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.
17. Expenses incurred in connection with voluntary medical termination of pregnancy during the first twelve weeks from the date of conception are not covered.

In cases of claims where there are more than one diseases, and Medical Officers have indicated one or more disease is payable , and also one more disease is not payable, then they shall have to specify that which financial part of the bills are payable, pertaining to the initial comment of admissibility.

### 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. Nose-surgery.
  6. Ear-surgery.
  7. Throat surgery
  8. Lithotripsy.
  9. D& C.
  10. Tonsillectomy.
  11. Dental surgery due to accident.
  12. Hysterectomy.
  13. Coronary angioplasty.
  14. Surgery of gall bladder.
  15. Pancreas & bile duct surgery.
  16. Surgery of hernia.
  17. Hydrocele surgery.
  18. Prostate surgery.
  19. Gastrointestinal surgery.
  20. Genital surgery.
  21. Appendix surgery.
  22. Urinary system surgery.
  23. Arthroscopic knee surgery.
  24. Laparoscopic surgery.
  25. Treatment of fracture/ dislocation excluding hairline fracture.

### CLAIM FORM

(Reimbursement Scheme of Mediclaim Bills for the Employees & sitting Councillors)

Ward No.

1. Name of the Employee/Councillor (BLOCK LETTER) :
2. Emp. ID No :
3. Date of joining :
4. Date of retirement :
5. Details of Patient :  
(In respect of whom claim is made)\*
  - a) Name :
  - b) Relationship with the Employee :
  - c) Present completed Age :
  - d) Address :
  - e) Contact no. of employee :
6. ALLMENTT /DISEASE/INJURY (for which hospitalized) :  
Date of injury sustained or disease/illness first detected.
7. Name of Hospital :
8. Date & Time of Admission :
9. Date & Time of Discharge :
10. Total claimed amount :
11. Have you submitted any previous claim in this scheme? Yes/No. :  
If yes, give details :
  - a) Previous claim No. :
  - b) Date of submission :

- c) Amount claimed :
  - d) Whether settled (Yes/ No) :
  - e) Settled amount :
  - f) Cheque date :
12. Have you taken any advance? Yes/No :  
 If yes, Give details :  
 Amount :  
 Approval date :

\*in case of claiming benefit for spouse/children, a self declaration detailing family statement must be attached.

13. I do hereby recommend the claim application along with submitted documents as per Municipal Commissioner's Circular No. 46 of 2012-13.

**Signature of HOD/CO  
 With Seal**

**Signature of the claimant  
 Dept.  
 Desg. :**

I have incurred the following expenses for the treatment of the disease/illness/accident as per the schedule :

**14. Schedule of expenses incurred by the claimant :**

<b>DATE</b>	<b>BILL NO.</b>	<b>DESCRIPTION</b>	<b>AMOUNT CLAIMED</b>	<b>REMARKS</b>
<b>Total Amount</b>				

15. Have you made any other claim from your personal policy for this disease? **Yes/ No**  
 .....

- If yes, give details :
- a) Date of submission of claim :
- b) Claimed amount :
- c) Date of settlement of claim :
- d) Received amount :
- e) Payment statement enclosed (Yes/No) :

16. I hereby declare that the above information is true and correct to the best of my knowledge and belief. If I have made any false, fraud of untrue statement, suppression or concealment, my right to claim/reimbursement of the expenses shall be forfeited.

I hereby declare that I have included all document/required papers bills/receipts for the purpose of this claim as per Mpl. Commissioner's Circular and that I will not be making any supplementary claim in respect thereof, except the post Hospitalization claim if any.

**Date:**

**Signature of the Claimant.**

ADVANCE CLAIM FORM

For advance of Rs. 25,000/- as per Mpl. Commrs's Circular No. 46 of 2012-2013 Dated 12.09.12

1. Name of the Employee/ Councillor (block letter) :
2. Emp. ID No :
3. Details of patient (In respect of whom claim is made) :
  - a) Name
  - b) Relationship
  - c) Address
  - d) Phone No
4. AILMENT/DISEASE/INJURY (for which hospitalized) :
5. Name of Hospital :
6. Date of admission :

I do hereby declare that above information and documents is true and correct to the best of my knowledge and belief. The cost of proposed expenses for the above mentioned treatment is so high for me. I request for an approval of a sum of Rs . . . . . in advance.

**Signature of claimant**

Department :

Designation :

A) I do hereby recommend sanction of Rs . . . . . as advance, to Mpl. Secretary as per Mpl. Commr's circular No. 46 of 2012-2013, clause No. 13.

Sd/-

Signature of HOD/Controlling Officer  
With Seal

Municipal Commissioner's Circular No. 77 of 2012-13 Date : 07.11.2012.

In partial modification of the circular no. 46 dated 12.09.12 of the undersigned, this is informed to all concerned that while dealing with the medical files that relate to **package cost of treatment** (without any break-up towards bed charge, investigations, pharmacy etc. as the case may be), a 10% deduction shall be made from the package bill, while settling the payable amount.

Sd/-

(Khalil Ahmed)

Municipal Commissioner

Municipal Commissioner's Circular No. 17 of 2012-13 Date : 06.06.2012.

Clause no. 6.4 of Guidelines on Member of Parliament Local Area Development Scheme - 2005 has advised for enhancing coordination and supervision in respect of MPLAD Schemes.

D.O. (MPLAD) would be responsible for coordination and supervision of the works under MPLAD-BEUP undertaken by the Kolkata Municipal Corporation through various implementing Departments & Districts.

He will inspect at least 10% of the works being implemented under these schemes. Such inspection shall also be undertaken in respect of BE UP schemes also.

The D.G. (Civil), D.G.(Water Supply), D.G. (Elec.), OSD (P & S), OSD(Drainage), OSD(Roads), D.G. (PMU) shall also undertake the inspection of the schemes in their jurisdiction.

The concerned Executive Engineer of the Borough and other departments shall also be advised by the concerned D.G. to undertake the inspection of the MPLAD-BEUP Schemes. A formal report be prepared by each and every Inspecting Officer. All such reports along with photograph of the scheme will be compiled by D.O. (MPLADS) for presentation before KMC Authority and other Reviewing Authority.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 58 of 2012-13 Date : 01.10.2012.

Sub : Procedure to be followed for MPLAD & BEUP schemes.

1. In partial modification and in partial consolidation of all earlier circulars / notices / arrangements with regard to MPLADS & BEUP schemes, it is hereby ordered that the Director General (MPLADS & BEUP) will henceforth exercise the power of Administrative approval. In absence of D.G.(MPLADS) department will obtain such approval from Joint Municipal Commissioner (Dev.).
2. Sanction and transfer of fund to Government Organization, school, college, NGO etc. will be done by D.G.(MPLADS). In absence of D.G.(MPLADS) department will obtain such approval from Joint Municipal Commissioner (Dev.). For school, college & NGO, after sanction & fund transfer, Dy. Manager (MPLADS & BEUP) shall intimate to the concerned Borough for inspection & collection of Utilization Certificate. After collecting Utilization Certificate, concerned Borough will endorse the same & forward to Dy. Manager (MPLADS & BEUP).
3. CRN will be issued by Dy. Manager (MPLADS & BEUP) for schemes under MPLADS. MPLADS-BEUP Cell will send the CRN list made during that day to FACC Cell for taking necessary action from their end. FACC Cell will send the CRN booking slip of the said CRN list to Dy. Manager (MPLADS & BEUP). Finance Department will issue suitable matching order in this regard.
4. It is clarified that, normally, MPLAD & BEUP schemes will not come to the Works Committee. Since the MPs / MLAs are recommending the schemes, there is hardly any scope for further examination by the Works Committee. The concerned Executive Engineers will refer the cases to the Works Committee only when they detect technical and other inconsistency.
5. The extant practices and procedures in terms of the existing circulars etc. for tenders & executions and the Tender Committee functioning will, however, apply in case of MPLAD & BEUP schemes.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



Municipal Commissioner's Circular No. 90 of 2012-13 Date : 04.02.2013.

Sub : Exemption for clearance of Tender Committee, Works Committee and Accounts reporting before issuing work order in case of MPLADS / BEUP works.

In partial modification of all Circulars / Orders issued in respect of MPLADS/BEUP it is further ordered that whereas the Hon'ble Members of Parliament and the Hon'ble Members of West Bengal Legislative Assembly are pressing hard for urgent execution of works for MPLADS/BEUP programmes;

1. Now, therefore, it is decided that in case where the Executing Engineers accept lowest tenders, the clearance of Tender Committee may not be required and the respective Chief Municipal Engineers/Director Generals/Controlling Officers will be competent to accept the lowest quoted tender rates of the agency concerned, though, if the lowest rate is not accepted in a case, then reference to the Tender Committee will be mandatory. The Controlling Officers can send such cases directly to the Tender Committee;
2. To expedite the works under MPLADS/BEUP, the Executive Engineers will enjoy all the powers of the Municipal Commissioner in so far as sanction and execution of schemes worth up to Rs 5.00 lacs (Rupees five lacs only) are concerned. Up to this ceiling limit, they will not normally be required to send files to the Chief Engineer/D.G. or the Deputy Ch. Engineer concerned.
3. The Executive Engineers, however will keep their administrative superiors informed about their programme and problems. The Deputy Chief Engineers and the Executive Engineers concerned are not being relieved of the burdens of the administrative monitoring and expeditious submission of utilization certificate etc.
4. It is clarified that, normally MPLADS/BEUP schemes will not come to the Works Committee, since the MPs/MLAs are recommending the schemes, there is hardly any scope for any other separate examination by the Works Committee. The Executive Engineers will refer cases to the Works Committee only when they detect serious inconsistency or contradiction between the schemes proposed in MPLADS/BEUP and the normal running schemes/ development plans to the KMC.
5. MPLADS/BEUP Cell will accept part utilization certificates for the different works to claim the fund from appropriate authority.
6. All files related to BEUP / MPLAD works will be sent to MPLAD / BEUP Cell and the cell will inform the concerned officers to collect the said files. No files related to BEUP / MPLAD works will be sent through Central Despatch Cell.
7. Provided further that necessary files along with tender documents should be placed before the Finance and Accounts Department at the time of processing of bills for payment and no prior reference to the F & A Department would be required.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 94 of 2012-13 Date: 06.02.2013.

Sub : Exemption for clearance of Tender Committee, Works Committee and Accounts reporting before issuing work order in case of works under MSDP.

In partial modification of all Circulars/Orders issued in respect of MSDP it is further ordered that,

1. In case where the Executing Engineers accept lowest tenders. the clearance of Tender Committee may not be required and the respective Chief Municipal Engineers/Director Generals/Controlling Officers will be competent to accept the lowest quoted tender rates

of the agency concerned, though, if the lowest rate is not accepted in a case, then reference to the Tender Committee will be mandatory. The Controlling Officers can send such cases directly to the Tender Committee :

2. To expedite the works under MSDP, the Executive Engineers will enjoy all the powers of the Municipal Commissioner in so far as sanction and execution of schemes worth up to Rs.5.00 lacs (Rupees five lacs only) are concerned. Up to this ceiling limit, they will not normally be required to send files to the Chief Engineer/D.G. or the Deputy Ch. Engineer concerned.
3. The Executive Engineers, however will keep their administrative superiors informed about their programme and problems. The Deputy Chief Engineers and the Executive Engineers concerned are not being relieved of the burdens of the administrative monitoring and expeditious submission of utilization certificate etc.
4. It is clarified that. normally MSDP schemes will not come to the Works Committee, since the schemes are already approved by the Empowered Committee or Ministry of Minority Affairs, Govt. of India. The Executive Engineers will refer cases to the Works Committee only when they detect serious inconsistency or contradiction between the schemes proposed in MSDP and the normal running schemes/development plans to the KMC.
5. MSDP Cell will accept part utilization certificates for the different works to claim the fund from appropriate authority.
6. All files related to MSDP works will be sent to MSDP Cell, Social Sector Dept, and the cell will inform the concerned officers to collect the said files. No files related to MSDP works will be sent through Central Despatch Cell.
7. Provided further that necessary files along with tender documents should be placed before the Finance and Accounts Department at the time of processing of bills for payment and no prior reference to the F & A Department would be required.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 24 of 2012-13 Date : 14.07.2012.

Subject : Nodal agency for implementation of the Rajiv Awas Yojana (RAY).

The Town Planning (TP) Department will act as the Nodal Agency for the implementation of the RAY program in the KMC area. The Director General- TP Department (DG - TP) will act as the Nodal Officer for implementation of the RAY program in the KMC area. The DG - TP will, inter alia, ensure the following :

- Coordinate internally with other relevant departments of KMC as well with the state level nodal agencies of the RAY program.
- Initiate proposals and prepare DPRs along with preliminary cost estimates for fresh projects to be taken up under RAY program.
- Monitor the utilization of funds & grants received by KMC under the RAY program.
- Conduct the tendering process for selection and appointment of consultants and construction agencies as well other procurement activities as may be needed.
- Periodic review and assessment of the work. Ensure that work is in compliance with the DPRs; monitoring payments to be made to construction agencies as per contracts and the progress of work.
- Prepare regular reports on progress of different projects under RAY program.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 87 of 2012-13 Date : 14.01.2013.

Re : Formation of Roads Committee.

In order to proper co-ordination among the different depts. i.e. Water Supply Dept., Sewerage & Drainage Deptt., Electricity Deptt., Roads Deptt. & Civil Deptt., a Committee is formed to exchange their views and necessary clearance of plan cases for disturbance of pavement for laying utility by different depts. including P.U. agencies. The Committee comprises of the following officials.

Name of the Committee Member	Designation	Remarks
Mr. Tapash Chowdhury	JT.M.C.(D)	Chairman
Mr. Bibhas Maiti	D.G.(W.S.)	Member
Mr. Soumitra Bhattacharya	D.G./Roads	Member
Mr. Amit Roy	S.O.(S&D)	Member
Mr. Monobrata Chowdhury	D.G.(Elec)	Member
Mr. P. K.Dhua	D.G.(C)	Member
Mr. B.Majumder	Dy.C.E./HQ	Member

The Committee members will sit together after every fortnight to review and exchange their views for different requisition received from P.U. agencies as well as Water Supply Deptt., Sewerage & Drainage Deptt., Electricity Deptt., & Civil Deptt., related with disturbance of pavements and will issue clearance from their end according to case to case basis.

This will take with immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 73 of 2012-13 Date : 30.10.2012.

It has come to my notice that there are 117 cases of retired K.M.C. employees who have retired during the period from January, 2012 to September, 2012 and not yet received their terminal benefits through **One Window System** as under.

Controlling Officer	Total no. of cases pending
Ch. Manager (Rev.)	2 (A.C.) + 2 (Lic) = 4
D.G. (Civil)	16
S.O. (Drg.)	2 (Drg.) + 4 (Sewer Cleansing) = 6
D.G. (Mech.)	1 (E.W.S.)
C.M.H.O.	8
D.G. (Ltg.)	2
Ch. Manager (Mkt.)	1
C.M.E. (SWM)	68 (SWM- I) + 2 (SWM- II) = 70
D.G. (W.S.)	3 (T.W.) + 1 (W.S.) + 4 (W.S.P.S.) + 1 (W.S.S.) = 9

The respective Controlling Officers of the said defaulting departments are advised to send all such pending cases, complete in all respect, to the S.R.&A.C. immediately, if not already sent.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 82 of 2012-13 Date : 23.11.2012.

The disbursement of salaries through E.C.S. system of the officers under State Service who are on deputation in the K.M.C. as well as those direct contractual employees working in the different Departments of the K.M.C., was under the consideration of the K.M.C. Authority for some time past.

It has now been decided that the salaries of the aforesaid employees from the month of January, 2013 payable in February, 2013 will be disbursed through their respective Bank Accounts like existing regular KMC employees.

In order to implement this system the H.R. details and detailed pay-structure of such employees are to be sent to the S.R.&A/C. Cell in the format, as overleaf, **by 30<sup>th</sup> November, 2012.**

All Controlling Officers, Heads of Departments/ Directorates/ Offices and Borough Executive Engineers are requested to take necessary action in this respect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**MASTER DATA INPUT FORM FOR  
OFFICES UNDER STATE SERVICES ON DEPUTATION IN KMC/EXISTING  
DIRECT CONTRACTUAL EMPLOYEES IN KMC.**

**INFORMATION TO BE FILLED FOR ID GENERATION :      **Employee Id :****

Name	:	Father's Name	:
Date of Birth	:	Date of joining	:
Order No.	:	Date of Termination	:
Service Type	:	Pay Scale	:
(Cont./State Service)	:	(If applicable)	:
Designation	:	Department	:
Marital Status	:	Sex	:
Religion	:	Caste	:
Present Address	:	Permanent Address	:

**INFORMATION TO BE FILLED FOR PAY ROLL :**

Unit Office	:	Part	:
Pay Group	:		:
Bank Name	:	MICR No.	:
Branch Name	:	Account No.	:
Contact No. of the Establishment	:	PAN	:

**Pay Structure :**

<b>Earning</b>			<b>Deduction</b>		
Budget Code	Head Desc	Amount	Budget Code	Head Desc	Amount

Signature of HOD

**Municipal Commissioner's Circular No. 88 of 2012-13 Date : 14.01.2013.**

In partial modification of this office Circular No. 82 of 2012-13 dated 23.11.2012, this is for information of all concerned that the disbursement of salaries through E. C. S of direct contractual employees of the K. M. C working in different departments, is kept in abeyance until further orders. Department concerned will take actions for drawal of salaries in respect of such employees as per existing system.

All controlling Officers, Head of Departments / Directorates / Offices and Borough Executive Engineers are requested to take necessary action in this respect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**Municipal Commissioner's Circular No. 89 of 2012-13 Date : 31.01.2013.**

All Controlling Officers, Heads of Departments/ Directorates/ Offices and Borough Executive Engineers are requested to issue superannuation notices to the retiring K.M.C. employees **two years in advance** from the date of their superannuation.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**Municipal Commissioner's Circular No. 101 of 2012-13 Date : 11.03.2013.**

Re : **Reminder Circular for submission of CBS account numbers for insertion to payroll database.**

It is reported that the salaries of a good number of K.M.C. employees are returned from their respective salary accounts to the KMC salary account due to non- submission of C.B.S. account numbers by them. As such, they are not only facing much troubles to get their salaries in time, but also the payroll section of the S.R.A.C. Dept. are facing very difficulties to get their salaries credited to their respective salary accounts. A circular, being number Ch. Manager/SRAC/Cir/02 of 2012-13 dt. 7.5.2012 in this regard has already been issued. But still there are a good numbers of KMC employees whose C.B.S. account numbers are not available in the payroll database.

All concerned are once again advised to submit their CBS Account numbers (salary account), if not already given, to the Chief Manager (S.R.&A.C.) through their respective C.O.s/H.O.D.s along with supporting documents immediately.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 103 of 2012-13 Date : 19.03.2013.

All controlling Officers, Heads of Departments / Directorates / Offices and Borough Executive Engineers are requested to take appropriate actions for the salary deduction in respect of such employees whose absence on 20.02.2013 and/ or 21.02.2013 has been treated as dies-non from the Salary-Bill of March 2013.

The above work is to be completed within 21.03.2013 positively enabling the S.R.& A.C. Deptt. to send the salary data for the month of March 2013 to the Nodal Bank within stipulated time.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 10 of 2012-13 Date : 27.04.2012.

It has come to our notice that due to delay in sending the N.O.C. by the Calcutta Corporation Co-operative Credit Society Ltd. and Calcutta Corporation Co-operative Bank in respect of retiring employees of the K.M.C., the files relating to their terminal benefits can not be processed in time through One Window System. It is hereby ordered that henceforth no NOC from the said Credit Society and/or Co-operative Bank will be required for, processing the files relating to terminal benefits of the retiring K.M.C. employees.

All Controlling Officers, Heads of Departments/ Directorates/ Offices and Borough Executive Engineers will please note and advise all concerned accordingly.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 12 of 2012-13 Date : 29.05.2012.

SR&AC is not accepting retirement files which are submitted after due time without approval of the undersigned.

It is hereby ordered that SR&AC will accept the files even after expiry of due date. However, the Controlling Officer who is forwarding the file will note the reasons for delay in the file. JMC (Gen.) will review the delayed submission each month and initiate action as necessary.

Sd/-  
(Arnab Roy)  
Municipal Commissioner

Municipal Commissioner's Circular No. 35 of 2012-13 Date: 12.08.2012.

Regarding Limited Revision of BPL List

A limited revision for inclusion of names in the BPL list for the following categories of people and a correction of the current BPL list will be started from 16.08.2012 in all Boroughs of KMC. It also includes the deletion of names from the BPL list on case to case basis. The online updation of the BPL list will be carried out in all boroughs simultaneously.

The list of people who can apply for inclusion :

1. BPL Ration Card holders/Antyodyay/Annapurna Yojona card holders
2. The GR recipients

3. The beneficiaries who are getting old age pensions
4. The NFBS beneficiaries.
5. Other extreme needy cases with enough justification.

**The Correction on names** of the beneficiaries enlisted in the current BPL list will also be undertaken on a continuous basis. The incumbent concerned must produce the identity proof along with the documents for correction. In case of minor correction of names and address, no enquiry is required to be done if the E.O is satisfied. But in case of complete change of name, address or insertion of family members, if left out, enquiry will be required. The Executive Engineers / Deputy Managers are authorized for correction of names etc.

**The deletion of names from the current BPL list will also be done on case to case basis.** Due caution is required for the same. The application of deletion in the proper form must have to be submitted to the Borough office. In case, any person wants willingly to strike off his name from the BPL list, his name is also to be deleted after verification of the identity of the applicant. After the receipt of the application, enquiry is to be done followed by a hearing, to be taken by the Exe. Engineer or the Deputy Manager in the Borough office. When the name is deleted, the proper reasoning for such deletion is to be mentioned.

#### The responsibilities of Borough officials

The Borough officials will be responsible for

1. Distribution and collection of application forms. The application forms, during submission, needs to be thoroughly checked to see whether address proof /photocopy of BPL ration card has been attached. Incomplete applications without valid documents will be summarily rejected.
2. All the applications received will be given a unique .serial number and the counter part of the applications will be handed over to the applicant. It is be ensured that no two applications are given same serial number.
3. The applications will then be digitized and will be uploaded in central server directly.
4. Adequate space for installing computer peripherals and net connection to the server needs to be ensured. Data entry operator will make all the entries. Dy. Manager/Asst. Manager of the Borough Social Sector will supervise the entire operation.
5. After digitization of the applications, door to door to survey will be conducted and data on Urban Household Survey format (27 point form) will be collected.
6. The survey reports will then be fed in the central server directly from the Borough offices.
7. All the application forms along with survey format will be preserved in the borough offices for future reference.

Application forms for inclusion, correction and deletion will be available in all Borough offices from 11 A.M. to 3 P.M.

All the Borough Executive Engineers will arrange space for opening counters for distribution and submission of forms. They will also make arrangement for safe keeping of the forms for data entry and survey purpose. As this is a huge exercise, the Social sector personnel must be provided adequate sitting arrangement. The data entry will be done online. Therefore, the Exe. Engineers will arrange place for installing computers at a convenient place within the Borough office from where connection to the central server may be accessed.

All the stationery will be supplied by the Social Sector department.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Order No. 48 of 2012-13 Date : 16.09.2012.

Following Controlling Officers are hereby deployed in Boroughs for overall monitoring of the BPL Survey work 2012.

They will directly report daily to Municipal Commissioner / Joint Municipal Commissioner (D&G) about the progress and problems.

For any clarifications, they may contact Jt. MC (D&G) and Dy. Manager (Social Sector).

Sl. No.	Name of the Controlling Officers	Borough
1.	CM (SS)	I
2.	DG (TP)	II
3.	DG (MPLAO)	III
4.	DG (Building)	IV
5.	DG (PMU)	V
6.	OSD (Civil)	VI
7.	DG (Civil)	VII
8.	CM (IUM)	VIII
9.	CM (Rev)	IX
10.	DG (Bustee)	X
11.	CM (Market)	XI
12.	CM (Education)	XII
13.	DG (Water Supply)	XIII
		XIV
14.	DG (Park & Square)	XV

All relevant papers are enclosed.

[ Enclosures have been omitted ]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Order No. 52 of 2012-13 Date : 25.09.2012.

Following Data Entry Operators are placed in Social Sector Department with immediate effect for BPL survey work. All Controlling officers are advised to ensure the joining of the Data Entry Operators to OSD (IT) by 2.00 p.m. today i.e. 25<sup>th</sup> September, 2012.

OSD (IT) shall submit the report about the joining of the Data Entry Operators by 3.00 p.m today. The Data Entry work will be done in two shifts starting from 8.00 a.m. to 8.00 p.m. OSD (IT) shall made arrangement for their shifting.

List of Data Entry Operators enclosed herewith.

[ List of Data Entry Operators has been omitted ]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



Municipal Commissioner's Order No. 55 of 2012-13 Date : 29.09.2012.

1. Works related to BPL Survey, 2012 and data entry of the survey report is going on in full swing. It has now been decided by the KMC Authority that the works are to be completed by **3<sup>rd</sup> October, 2012.**
2. All Controlling Officers, as requested vide MC's Order No. 48 of 2012-2013, are again requested to undertake visit/inspection in the Borough Offices including Sunday and Holiday and ensure all necessary steps for completion of the work within the target date.
3. The undersigned may be briefed about the progress and problems.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 60 of 2012-13 Date: 10.10.2012.

Sub : Release Order of Deputy Managers

Following Deputy Manager deployed in Borough Offices for BPL Survey Work, 2012 are hereby released and they are asked to report to the respective Departments immediately. The Dy. Managers posted at Social Sector Department will assume their respective charges as per the existing order;

Sl. No.	Name of the Deputy Manager	Presently posted at Borough	Reporting department
1		I	A.C. (North)
2		II	Will assume charge of Social Sector. Br. I & II
3		III	Will assume charge of Social Sector. Br. III & IV
4		IV	Market
5		V	Will assume charge of Social Sector. Br.V & H.Qrs.
6		VI	Will assume charge of Social Sector. Br.VI & H.Qrs.
7		VII	Internal Audit
8		VIII	Social Sector, Br- VIII
9		IX	Education
10		X	Will assume charge of Social Sector. Br. X & H.Qrs.
11		XI	IUM
12		XII	Licence
13		XIV	Will assume charge of Social Sector. Br.XIII & XIV
14		XIII	
15		XV	

The order shall take immediate effect.

[ Names of Deputy Managers have been omitted ]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 62 of 2012-13 Date : 10.10.2012.

Sub : Publication of supplementary BPL List, 2012.

- i. The KMC has a list of BPL families comprising of 1,83,879 persons. A limited revision. of existing BPL list, on case to base basis was undertaken on and from 16.08.12 to 25.09.12.
- ii. Now the supplementary list to the existing BPL families is published for information to the concerned persons.
- iii. The total list is now circulated amongst all 144 Ward offices, 15 Borough offices including KMC Head Quarter for record.
- iv. The list be also published in KMC Web Portal (<http://www.kmcgov.in>).
- v. This has approval of KMC Authority.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 65 of 2012-13 Date : 17.10.2012.

Distribution of Normal GR -2011-12

Department of Disaster Management, Govt. of West Bengal, vide their Memo No. RL 155-FR/5F-02/12 dated 01/10/2012 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 11432 nos. of indigent people in entire KMC area for the period April 2011 to March 2012.

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 be 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 2011-2012. **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 11432. Each beneficiary should not receive more than one unit of Normal GR (Rs.1440/-). 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 deptt. 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 Boroughs at the headquarter.**

The copies of lists of NGR beneficiaries may be sent to the Social Sector deptt. 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 immediately.**

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 undistributed amount, if any, is to be deposited with the KMC Treasury against B.I. code 9540/990. Adjustment bills along with Muster rolls in duplicate should be furnished to the Dy. CMFA- 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 deptt's Office Order no. 1149 of 1999-2000 dtd. 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. Chief Manager (Social Sector deptt.) will furnish report of disbursement by 15/11/2012.

[ Annexure - I has been omitted ]

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 85 of 2012-13 Date : 29.12.2012.

In order to provide better opportunities for the Self Help Groups and the Neighborhood Committees under Swarna Jayanti Sahari Rozgar Yojana (SJSRY) for marketing/selling the products and for generating awareness among the BPL people regarding different self-employment generation schemes, Mela (fair) would be organized in different Boroughs in an integrated manner with the flower-shows, which are going to be organized in each Borough like earlier years.

It has been decided to allot Rs.40000/- to all Borough Executive Engineers for preparation of stalls/counters etc. and other related expenses like electricity, rent for chairs, racks etc. so that the NHCs can do marketing activities smoothly. The bill for the same may be raised from B.I. Code 7910/600. Separate allotment would be given for organizing flower shows.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 108 of 2012-13 Date : 26.03.2013.

This is circulated for information of all concerned that the name of the Social Sector Department has been changed as the Department of Social Welfare & Urban Poverty Alleviation in order to

convey its functional ambit as per resolution of Municipal Corporation dt. 28.02.2013 vide Item no. 15 of Agenda no. 34<sup>th</sup>.

All the Controlling Officers and Head of the Departments are requested to act accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 61 of 2012-13 Date : 10.10.2012.

Sub : West Bengal Urban Wage Employment Scheme 2012-2013.

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 2012 in view of enhanced social activities during the festive month.

The other implementing Controlling Officials may also take similar actions, if needed.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 104 of 2012-13 Date : 19.03.2013.

All Controlling Officers are hereby advised to deposit old store articles at Condemned store of Supply Department before taking issue of any new store articles.

Henceforth, no store articles will be issued by Supply Department unless the old store articles are deposited at Condemned store and certificate to that effect is issued by the Store Keeper of Condemned Store. Exception will however be made under following circumstances :

- i) The material is perishable.
- ii) It does not have any re-sale value that is not fit for auctioning as condemned materials.
- iii) In case of extreme urgency, in which case Controlling Officer will put in his signature in requirement of new store articles without any corresponding submission of old store articles.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 30 of 2012-13 Date : 08.08.2012.

An Arsenic Task Force has been formed comprising the following members to assess the extent of arsenic contamination in ground water within Kolkata Municipal Corporation area.

Name	Official designation	Task Force
Prof. K. J. Nath	Chairman, Arsenic Task Force, Govt. of W.B.	Chairman
Dr. S.P. Sinha Ray	President, Centre for Ground Water Studies; Chairman, Fluoride Task Force, West Bengal	Member

Name	Official designation	Task Force
Prof. Arunava Majumder	Jadavpur University	Member
Prof. Asish Majumder	School of Water Resource Engineering, Mechanical Engineering Department Jadavpur University	Member
Dr. Tapas Gupta	Chief Engineer, W.B.P.C.B.	Member
Shri Bibhas Kr. Maiti	Director General (WS), KMC	Member- Convener
Mr. Satya Deb Bhattacharya	Chief Engineer, Public Health Engineering	Member
Mr. G.C. Pati	Regional Director, CGWB	Member
Mr. S. Das	Senior Scientist, SWID	Member
Mr. D. Sarkar	Senior Environmental Engineer, W.B.P.C.B.	Member
Mr. P.K. Majumder	Ex-Supdt. Geologist, SWID	Member
Mr. Goutam Ghosh	Ex-Director, Geological Survey of India, Govt. of India	Member
Mrs. Nina Das	Analyst, KMC	Member
Mr. K.G. Sen	Executive Engineer (TW), KMC	Member

The Task Force will suggest the remedial measure to be taken by K.M.C. for prevention of arsenic contamination.

Modalities of testing of ground water sample should also be suggested so that ground water of different localities drawn from different places can be tested in laboratories of different Govt. Establishments / Universities.

Initial report to be submitted within a month and final report within 3 months.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**OFFICE OF THE JOINT MUNICIPAL COMMISSIONER (G & D)**

ORDER OF 2012-13 DATE: 08.11.2012

It is hereby ordered that Administrative officer (General) is henceforth be designated to receive all applications of leave of all the teachers of KMCP Schools. Any leave must be submitted to the A.O (General) and in her absence A.O (Establishment) will be the leave substitute. If any leave taken without submitting applications will be treated seriously.

It is also ordered that no teachers will avail leave specially EL without the prior approval of the Education Department, KMC.

Sd/-  
(Tapash Chowdhury)  
Jt. Municipal Commissioner (D&G)

ORDER OF 2012-13 DATE: 16.11.2012

Ref. No. : JL/229/12-13

All Dy. Personnel Officers of the Personnel Department are hereby directed to give their attendance in the chamber of Jt. Mpl. Commissioner (G&D) on and from 17<sup>th</sup> November, 2012 until further order.

Concerned Controlling Officer is requested to send the Attendance Register of the Dy. Personnel Officers to the office of Jt. Mpl. Commissioner (G&D) accordingly.

Sd/-  
(Tapash Chowdhury)  
Jt. Municipal Commissioner (D&G)

CIRCULAR NO. 03 OF 2012-13 DATE : 17.11.2012

Sub : Procurement of Computer Hardware.

Ref : Municipal Commissioner's Circular No. 03 of 2012 -13 dated 11/04/12

The rates of different computer hardware viz. desktop PC (Chirag), laserjet printer (HP P1566), APC line Interactive 600 V A UPS and HP SJ 4050 A4 scanner as notified vide Municipal Commissioner's Circular No. 03 of 2012-13 dated 11.04.12 will remain valid up to 31<sup>st</sup> December, 2012.

This is issued as per order of the Municipal Commissioner dated 14.11.12.

Sd/-  
(Tapas Chowdhury)  
Jt. Municipal Commissioner (Dev.)

**BUILDING DEPARTMENT**

OFFICE ORDER NO. 1 OF 2012-2013 DATE : 28.09.2012

A meeting was held in the Chamber of Municipal Commissioner on 11.09.12 regarding filing a Court Cases before the Municipal Magistrate Court on behalf of Building Department, K.M.C.

After discussion it was decided that all the Executive Engineer (Building) are to be more prompt and vigil of filing of cases U/S.392 and 401A of the K.M.C. Act before the Municipal Magistrate Court.

Sd/-  
Director General (Building-II)

OFFICE ORDER NO. 02 OF 2012-13 OF DG(BLDG.) DATE : 17.04.2012

Regarding Seven nos. of Class III Structural Engineers having license validity till 31/03/2012, the following points be noted :

- Fresh empanelling of Class III Structural Engineers shall be discontinued from Financial Year 2012-13 since there is no provision for the same in the current KMC Building Rules.

- Engineers who are currently empanelled as Class **III** Structural Engineers having Licenses Valid Up to 31/03/2012 and who are eligible for ESE Class **II** license as per Bldg Rules 2009 are hereby requested to submit application for up-gradation to Class II Structural Engineers' License.
- The existing valid Class III Structural Engineers' License holders who do not satisfy the criteria for Class II Structural Engineers as laid down in the Current Building Rules shall be allowed to renew their licenses for the current financial year (2012-13) @ Rs 2500/-.
- The holders of **ESE Class III** Licenses thus renewed shall be eligible to sign on Bldg Plan Proposals of height up to 12.5M.

Sd/-  
Director General

OFFICE ORDER NO. 03 OF 2012-13 DATE : 21.11.2012

Municipal Commissioner has expressed his concern about the unauthorised constructions in different wards in Kolkata.

It is decided that data entry of unauthorised constructions should be commenced immediately since 1<sup>st</sup> November, 2012.

He advised that all Ex. Engineers should visit time to time in the wards along with Asstt. Engineers to identify the unauthorised constructions and to take necessary actions thereof.

A fortnightly report is to be submitted as per the following format :

Sl. No.	Borough No./ Ward No.	Name of P.S.	Premises No.	Date of Issuance of 'Stop Work' Notice	Date of receipt of Police Intimation Slip	Date of 1 <sup>st</sup> time Guard posting	Date of withdrawal of guard posting	Whether action taken u/s 400	Remarks

The above order should take immediate effect.

Sd/-  
Director General (Building-II)

OFFICE ORDER NO. 05 OF 2012-13 DATE : 12.03.2013

LIST OF ENLISTED DEMOLITION CONTRACTOR  
UNDER BUILDING DEPARTMENT, K.M.C.

This is to notify for all concern that the Municipal Authority has approved a new panel of Demolition Contractor for engagement of demolition of unauthorised building within the City of Kolkata. The Name, Address and Mobile Phone No. of all the Enlisted Demolition Contractor are stated below.

All Executive Engineer(Building) are hereby instructed to engage them for the demolition work within their Borough as and when require and will take post facto approval from D.G.(Bldg.)/D.G.(Bldg.)II.

The payment will be made as per the rate of existing P.W.D. schedule of rate for Men, Machinery and Materials.

After completion of the work Ex. Engineers are hereby instructed to send the Bill within a period of 15 days to the Ex. Engineer(Building) Head Quarter, for processing the payment.

Sl. No.	Name of the Agency	Address	Mobile No.
1	Bijoy Kumar Enterprise	58/H/8B, Kailash Bose Street, Kolkata - 700 006	
2	B. Mondal	125A, B. B. Ganguly Street, Kolkata - 700 012	
3	Chowdhary & Chowdhary	10, Shankar Ghosh Lane, Kolkata - 700 006	
4	Dreamland Construction	123/6/2A, Raja Dinendra Street, Kolkata - 700 013	
5	Das Enterprise	24C, Dakshin Behala Road, Kolkata - 700 061	
6	Flabi & Company	53/26, Vidyayatan Sarani, Baranagar, Kolkata - 700 035	
7	Kamala Construction	2H, Yogipara Bye Lane, Kolkata - 700 006	
8	Mouli Engineering Const. Co.	183, A. P. C. Road, Kolkata - 700 004	
9.	R. K. Sarkar	53/45, Vidyantan Sarani, Kolkata - 700 035	
10.	Suraj Chowdhury	10, Shankar Ghosh Lane, Kolkata - 700 006	
11.	Sai Subham Enterprise	58, Kailash Bose Street, Kolkata - 700 006	
12.	Shree Sai Avishake Corporation	58R, Kailash Bose Street, Kolkata	
13.	Swaraswati & Co.	158, Bipin Behari Ganguly St. Kolkata - 700 012	

Sd/-  
Director General (Building-II)

OFFICE ORDER NO. 5 OF 2012-13 DATE : 25.04.2012

Municipal Building Committee, vide its meeting dated 16.03.2012. decided that the application under section 393 & 394 of the K.M.C. Act having land area 300 Sqm. or less situated at junction of two streets/passage having width of any street/passage above 9.0 m. and the proposed height 15.5 m. or less under category "Residential" may be sanctioned by the appropriate sanctioning authority without referring the matter to M.B.C.

This has got the approval of Hon'ble Mayor.

This Office Order is issued in modification of the previous Office Order No. 21 of 2010-11 dated 12.01.2011.

Sd/-  
Director General (Bldg.)



OFFICE ORDER NO. 06 OF 2012-13 DATE : 18.03.2013

It has been noticed in recent past that a number of illegal construction have cropped up in the City either without sanction or deviation from the sanctioned plan. Ex. Engineers are to keep note to identify such illegal construction in all wards of K.M.C. and take immediate action as per law including intimation to the local Police Station. Special attention is hereby drawn in case of thickly populated congested and fire prone commercial areas like Ward No. 21,22, 23, 42, 45, 46, 47, 63, 64, 65 & 66 which are highly prone to accident.

In considering all the above facts all Ex. Engg. (Buildings) are hereby directed to lodge FIR u/s. 401A of KMC Act 1980 for all the unauthorized constructions immediately after 10 days of the Guard Posting to the said premises if the work continues.

Sd/-  
Director General (Building-II)

OFFICE ORDER NO. 07 OF 2012-13 DATE : 05.06.2012

It is observed that Building Department has no updated centralized list of insecure buildings in different wards in Kolkata Municipal Corporation areas.

All the Ex. Engineers of Building Department are hereby directed to prepare the list of insecure buildings of their respective boroughs and send the same to Head Office in soft and hard copy within 15(fifteen) days to Dy. Manager (System), Building Department, K..M.C.

This above order should take immediate effect.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO 08 OF 2012-13 DATE : 06.06.2012

Please note that Notice of Completion under rule 27 of Building Rules, 2009 (Full or Partial) should accompany an up-to-date 'No Outstanding Certificate' from Assessment Department along with other documents, as prescribed under the rule.

This above order should take immediate effect.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO 09 OF 2012-2013 DATE : 15.06.2012

Please note that all the Completion Certificate irrespective of Bidg. Rules, 2009 or Bldg. Rules, 1990 (Full or Partial) should accompany 'No Outstanding' Certificate from Assessment Department of K.M.C.

This Office Order is issued in partial modification of the earlier office order No. 08 of 12-13 dt. 06.06.2012.

The above order should take immediate effect.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO 10 OF 2012-2013 DATE : 06.07.2012

Please refer the enclosed list of pending plan cases for the respective Boroughs. The Ex. Engineers of Building Department of different Borough Offices are hereby directed to expedite sanctioning of the pending plan cases forthwith.

In case of non-compliance of Building rules and non-submission of requisite documents, owners may be given a 15 (fifteen) days time for such compliance with a copy to LBS/Architect. Failing above the plan cases may be refused giving the reasons.

Dy. Ch. Engineers (North) & (South) are requested to pursue the matter and take a fortnightly report for monitoring the same.

Sd/-  
Director General (Bldg.)

[ List has been omitted ]

OFFICE ORDER NO 12 OF 2012-2013 DATE : 06.07.2012

A clarification as per rule 77(2) of Bldg. Rules, 2009 was made by M.B.C. earlier, which was duly approved by Mpl. Commissioner dt. 11.04.2011.

Now, a further clarification has been made to the earlier decision that for a residential bldg. (up to a height of 15.5 m.), projection may be allowed from 1<sup>st</sup> floor onwards up to mandatory side open spaces over the 4.0-M. wide driveway.

The above order should take immediate effect.

Sd/-  
Director General (Bldg.)

CORRIGENDUM OF OFFICE ORDER NO. 12 OF 2012-13 DATE : 09.07.2012

In reference to Office Order No. 12 of 2012-2013 issued by Director General (Building) dt. 06-07- 2012 a Corrigendum to above Office Order is made hereunder :

In place of the words '**up to**' in the 4<sup>th</sup> line it should be read as '**leaving**'.

The above order should take immediate effect.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO 15 OF 2012-2013 DATE : 08.08.2012

Rule 142 of bldg. rules, 2009 was introduced to ease out the problems of development of the tenanted buildings of the City. Owners and the tenants have to suffer a lot of problems for such age-old dilapidated buildings, which surpass the expected lives of the buildings. However, this section was introduced in the year 2009. Prior to that the issue was tackled by the department, through an order issued by Mpl. Commissioner. During processing of those cases, department takes advice of the Bldg. Committee time to time to make the process transparent and circulars are issued in this respect.

Previously some of the members of the Building Committee advised to take a call on this matter and requested to make a general agenda to synthesize all the previously issued matters viz. (1) Resolution of M.B.C. Meeting dt. 28.01.2010, (2) Minutes of Meeting held on 6.4.2011 I approved by Mpl. Commissioner dt. 11.04.2011 and (3) Office Circular No. 14 of 2011-12 dt. 29.07.2011 vide resolution of M.B.C. dt. 16.06.2011 and incorporating some suggestions. The Municipal Building Committee in its meeting dated 17.05.2012, after a threadbare discussion, advised some recommendations which are duly approved by Mayor-in-Council. Therefore the applications under Rule 142 of Bldg. Rules, 2009 are to be dealt as follows :

1. The applicant will submit a registered declaration stating the names of the tenants, area enjoyed by the tenants and the use group in a tabular form. He will also provide the information about the area enjoyed by himself and the existing use group of the area. The statement will also include the common area of the existing building. Photocopy of the such registered declaration is to be pasted on the back of the formal sanction plan.
2. Department will check the above statement through site enquiry, I.B. documents and the assessment book copy of Assessment Department. K.M.C. will consider the I.B. records with the corresponding G.R. before 2009 for verification of the tenants.
3. The verified list, as mentioned in point no. 1 should also be reflected in the submitted plan along with the Registration No. and Date of the registered declaration.
4. Comparative area statement for the existing building and the proposed building should be incorporated in the MBC agenda note as well as in the submitted plan.
5. The applicant will submit a photographic documentation of the existing building for future reference. Department should certify and preserve the same in the file.
6. Height of the building will be governed by the following table :

**TABLE**

Width of Means of Access	Maximum Permissible Height
Roadwidth above 1.2 m. upto 2.4 m.	10.0 m.
Roadwidth above 2.4 m. upto 3.5 m.	12.5 m.
Roadwidth above 3.5 m. upto 6.0 m.	15.5 m.
Roadwidth above 6.0 m. upto 9.0 m.	20.0 m.
Roadwidth greater than 9.0 m.	Rule 74 of Bldg. Rules, 2009 will be applied.

7. Attempt should be made to make the road width at least 1.75 m. from the existing centerline of the road in case strips of land are to be thrown.
8. In the proposed building, the total buildable space in all floors equal to 1.5 times occupied by the tenants of the area in the existing building plus the area occupied by the owner in the existing building.
9. Staircase area and car parking space provided as per rule 142 may be exempted in calculation as per formula mentioned above.
10. For the proposed building maximum of 60% ground coverage will be allowed.
11. All other parameters of Rule 142 of Bldg. Rules, 2009 will be unchanged.
12. No car parking requirement shall be insisted upon if the road-width abutting the premises is less than 3.5 m.
13. Open space of the proposed building

**TABLE**

Area of building	Front open Space	Side open space One one side	Side Open Space On other side	Rear Open Space
Area up to 200 Sqm.	1.2 m.	1.2 m.	1.2 m.	2.00 m.
Above 200 Sqm. but less than 500 Sqm.	1.2 m.	1.5 m.	1.5 m.	3.00 m.
Area 500 Sqm. and more and more and ht. upto 20.0 Mtr.	2.00 Mtr.	1.50 Mtr.	2.50 mtr.	4.00 Mtr.

However, driveways within the premises shall be minimum 3.00 m.. For all cases final opinion of the Municipal Building Committee shall have to be obtained.

14. No additional construction u/s 394 of K.M.C Act, 1980 will be considered once the building was sanctioned u/r 142 of bldg. rules, 2009.

15. All floor plans along with existing structures are to be shown in the one sheet. If required section, elevations are to be shown in a separate sheet.

The above order should take immediate effect.

Sd/-  
Director General (Bldg.)

CORRIGENDUM TO OFFICE ORDER NO. 15 OF 2012-13 DATE : 22.08.2012

In reference to Office Order No. 15 of 2012-13 dt. 08.08.2012 the correction of some typographical mistake in SI. No. 13 of the said Office Order in the form of a **Table** is made hereunder:

**Correct Table**

**TABLE**

Area of Land	Front open Space	Side open space One one side	Side Open Space On other side	Rear Open Space
Area up to 200 Sqm.	1.2 m.	1.2 m.	1.2 m.	2.00 m.
Above 200 Sqm. but less than 500 Sqm.	1.2 m.	1.2 m.	1.5 m.	3.00 m.
Area 500 Sqm. and more and ht. upto 20.0 Mtr.	2.00 Mtr.	1.50 Mtr.	2.50 mtr.	4.00 Mtr.

The above correction should take immediate effect.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO. 16 OF 2012-13 DATE : 18.08.2012

I am enclosing one minutes of the Meeting held on 26.07.2012 in regard to encroachment problem on the banks of drainage canals of Kolkata Drainage Out-fall System at adjoining areas issued by Secretary, I & W Department, Government of West Bengal.

In the said resolution, Kolkata Municipal Corporation is directed not to issue any building plan or to regularize any unauthorised construction on the embankments of the said drainage canals.

Therefore, department should be cautious of sanctioning and regularizing building plans as mentioned above.

Sd/-  
Director General (Bldg.)

RECORDS OF DISCUSSIONS IN THE MEETING ON ENCROACHMENT  
PROBLEM ON THE BANKS OF DRAINAGE CHANNELS of KOLKATA  
DRAINAGE OUTFALL SYSTEM IN KMC AND ADJOINING AREAS HELD ON  
26.07.2012 AT 1.00 P.M AT CM'S CONFERENCE HALL. WRITER'S BUILDING.

Following representatives of civic bodies and officials of Govt, of West Bengal attended the meeting :

1. Dr. Manas Ranjan Bhunia, Hon'ble MIC, Irrigation & Waterways Department, Govt, of West Bengal
2. Janab Javed Ahmed Khan, Hon'ble MIC, Department of Fire & Emergency Services, Disaster Management and Civil Defence., Govt. of West Bengal
3. Sri Shovan Chatterjee, Hon'ble Mayor, Kolkata Municipal Corporation
4. Sri Shyamal Mondal, Hon'ble MOS, I&W Deptt and Sundarban Affairs Deptt., Govt, of West Bengal.
5. Sri D. Sen, Principal Secretary, Urban Development Deptt.
6. Sri T. K. Ghosh, Secretary, Irrigation & Waterways Deptt.
7. Mr. Khalil Ahmed, Commissioner, Kolkata Municipal corporation.
8. Sri Anjan Kumar Chatterjee, Director General (projects), Irrigation & Waterways Deptt.
9. Sri D.K. Das, Director of Personnel & Ex-Officio Chief Engineer, I&W Dte.
10. Sri P.P. Nath, Superintending Engineer, Metropolitan Drainage Circle, I&W Dte.
11. Sri N.S. Nigam, District Magistrate, South 24 Parganas.
12. Sri B. Dasgupta, Deputy Commissioner of Police, South East Division, Kolkata Police.
13. Sri Praveen Tripathi, Superintendent of Police, South 24 Parganas.
14. Sri S.K. Poddar, General Manager, CESC Ltd.
15. Sri S.K. Chatterjee, Chief Engineer, WBEDCL
16. Sri A. Roy, Special Officer, Sewerage & Drainage, KMC
17. Sri K. Basak, Executive Engineer, Calcutta Drainage Outfall Division
18. Sri S.K. Gupta, Sub-Divisional Officer, Calcutta Drainage Outfall Sub-Division III
19. Sri P. Bag, Sub-Divisional Officer, Calcutta Drainage Outfall Sub-Division II
20. Sri A. Basu, Executive Director (DS) CESC Ltd.
21. Sri P.K. Mitra, Chief Legal Advisor, CESC Ltd.

The meeting was presided over by Dr. Manas Ranjan Bhunia, Hon'ble MIC, Irrigation & Waterways Department. Hon'ble M.I.C, I&W Department, after making a brief statement on the menacing problem of encroachment to the land on the bank of channels of the Kolkata Drainage System, requested the Secretary and other officers of the I&W Department to apprise the dignitaries regarding the present status.

A note in this regard was already circulated among the attendees. Following issues were brought out by the I & W Department :

- a) Though the Kolkata drainage outfall system was taken over by the I & W Department from KMC way back in 1968, formal transfer and possession of land was not executed at that time. In absence of proper entitlement, taking legal action by the I.& W.Deptt. against encroachers, as mere custodian, has become difficult.
- b) Construction of multistoried residential complex as well as big commercial complex and hospital and also change in rainfall pattern has increased drainage discharge in manifold. Capacity of pumps of K.M.C. as well as of I & W Deptt. have been augmented from time to time but requirement of resectioning of channels for increasing carrying capacity could not be done for various constraints. On the contrary, even maintaining the originally designed channel section was becoming difficult, due to rapid siltation accentuated by indiscriminate dumping of all sorts of wastes and garbage almost throughout the length. The problem was becoming compounded due to disposal of even biomedical wastes and tannery wastes in Bantala and Kolkata Leather Complex area.
- c) Desiltation in such channels is quite cost prohibitive, and could not be done from departmental normal budgetary provisions. Such works, were taken up under either by institutional funding (HUDCO loan assistance) or by K.M.C. assistance in past.
- d) Encroachments were somehow removed during execution of major works but these took little time to resettle. Without beautification/guarding of channel banks and sustained mass awareness campaign programme, it would probably be difficult to evolve a *permanent* solution.

Hon'ble M.I.C., Fire & Emergency Services, Disaster Management and Civil Defence Department underscored the necessity of tackling the problem of encroachment with a combined and concerted approach of all stake-holding departments (organisations) viz. I. & W. Deptt., K.M.C., Civil & Police Administration, Zilla Parishad and Panchayet Samities, CESC, WBSEDCL etc. No electricity connection should be provided to the of encroachers and no house building plans should be sanctioned or trade licences should be issued by the Civil authority/ Panchayets on the encroached land. Local Police Stations should be more vigilant and I. & W. Deptt. should initiate immediate steps to prevent further encroachment. He suggested formation of an inter-departmental Task Force.

Hon'ble Mayor K.M.C. suggested to explore the feasibility of conversion of drainage channels to irrigation canals for obtaining funds for renovation of this channels. He stressed on improvement of roads on channel banks, partly by the spoil earth to be excavated from the channels.

Principal Secretary, Urban Development Department, while supporting the suggestion of Task Force, opined to include Bagjola khal, Kestopur Khal and Tolly's Nullah within the ambit of the Task Force. Various other Government officials unequivocally supported the idea of formation of a Task Force, opined and assured to keep more vigilance on prevention of further encroachment. Representatives of WBSEDCL and CESC assured to take proper care before giving new connection, particularly on encroached land. Hon'ble MIC, I. & W. Dept. stated that there should be a policy decision at the highest level of the Government to address the problem of encroachment on the channel banks.

It was finally decided to constitute a Task Force under the chairmanship of Principal Secretary, Urban Development Department, Govt. of West Bengal comprising Irrigation Secretary as Member-Secretary and Principal Secretary, Power Department, Principal Secretary Forest Department, Secretary, Pollution Control Board, Commissioner, Kolkata Police, Commissioner, K.M.C., District Magistrates, North & South 24 Parganas, Superintendent of Police, North & South 24 Parganas, Commissioner, Bidhannagar Commissionerate, other Senior Officers of I. & W. Deptt., WBSEDCL & CESC and representatives of Hon'ble MIC's, Urban Development and Municipal Affairs Department, Fire and Emergency Services, Disaster Management & Civil Defence Department as members.

The Task Force would explore and suggest means for sustainable development and beautification of the aforesaid drainage channels including locating probable source of funding and formulate a road map to tackle the problem of encroachment.

It was also decided to further constitute a Local level inter departmental committee to assist the Task Force to perform its functioning and implement its decisions.

For ascertaining the present status of the channel banks, video photography all along the channel banks has been decided to be taken up from I.& W.Deptt. end.

The meeting ended with vote of thanks to and from the chair.

Sd/-  
(D. K. Das)  
D.P.& Ex. Officio Chief Engineer,  
I&W Directorate  
Govt. of West Bengal  
6/8/12

Sd/-  
(T. K. Ghosh)  
Secretary, I&W Dept.  
Govt. of West Bengal  
6/8/12

OFFICE ORDER NO. 18 OF 2012-13 DATE : 12.09.2012

Re : Site Inspection Date and Time for Plan Cases being submitted

As desired by the Municipal Commissioner, the site inspection date and time may be put on the acceptance letter itself, which is being generated through computer during submission of Plan Cases.

Provision for the above has been made available in the Software.

Ex Engineers are requested to ensure compliance of the above in their respective Borough Offices.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO. 19 OF 2012-13 DATE : 31.12.2012

As per order of Mpl. Commissioner dt. 22.12.2012 for speedy disposal of the plan cases and augmentation of revenue, pending plan cases should be disposed of in a 'Camp Mode' at the office of the respective borough offices as per enclosed format.

Dy. Ch. Engineer (Bldg.)/North and Dy. Ch. Engineer (Bldg.)/South and all the Ex. Engineers of respective borough offices are requested for strict adherence to the schedule as enclosed.

Sd/-  
Director General (Bldg.)

NOTICE

Re : Disposal of pending plan cases.

The applicants, applying for getting sanction of a new building and or additions/alterations under section 393 and 394 of the K.M.C. Act, 1980 are hereby requested to attend the respective borough offices, as mentioned here-in-below for speedy disposal of the matter.

<b>BOROUGH NO. WITH ADDRESS</b>	<b>Date of 1<sup>st</sup> Drive Time-11.00 A.M - 3.00 P.M.</b>	<b>Date of 2<sup>nd</sup> Drive Time-11.00 A.M - 3.00 P.M.</b>
Br. I - 10, B.T. Rd., Kolkata - 2. Br. XII- K.M.C. Market Complex, Sontoshpur, Kol-75.	14-01-2013	21-01-2013
Br.II 79, Bidhan Sarani, Kol-6	16-01-2013	22-01-2013
Br. III - 109, Moulana A.K. Azad Sarani, Kol-54.	18-01-2013	24-01-2013
Br.I V& V- 22, Surya Sen St., Kol-9 Br.VIII- 212, Rash Behari Avenue, Kol-29	28-01-2013	04-02-2013
Br. XIII & XIV- 516, D.H. Road, Kol-34.	01-02-2013	11-02-2013
Br. VI & VII- 5, S.N. Banerjee Rd., Kol-13	06-02-2013	13-02-2013
Br. XI- Baghajatin Market Complex, K.ol-86.	08-02-2013	14-02-2013
Br. XV- E/3, Circular Garden Reach Rd., K.ol-24.	18-02-2013	25-02-2013
Br. IX- 11, Belvedere Rd., Kol-27	20-02-2013	27-02-2013

Concerned Licensed Building Surveyor and Architects are also requested to be present in the Borough Offices to co-operate with K.M.C. in regard to speedy disposal of the plan cases and or the cases regarding additions/alterations, if any.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

OFFICE ORDER NO. 19 OF 2012-13 DATE : 25.09.2012

In view of the urgent meeting called by Municipal Commissioner on the issue of increasing trend of Malaria in Br. I to IX, Executive Engineers, Building Department (Br. 1 to IX) are hereby directed to carry out routine inspection at different construction sites under their jurisdiction to prevent further spread of Malaria.

You are also directed to issue letter against commencement notices submitted by the applicants during the last 2 to 3 years stating that stern action would be taken including stoppage of work in case of failure to keep their site free from water pockets/breeding ground of mosquitoes.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO. 20 OF 2012-13 DATE : 12.12.2012

During construction of any building in the strength of B.S. Plan, sometimes it is observed that some changes as well as deviations occur at the time of construction. Normally we proceed such cases under rule 25 (2a) & (2b) of Bldg. Rules, 1990 and under rule 26 (2a)' & (2b) of Bldg. Rules, 2009.

However, It is also observed that sometimes, there are minor violations of bldg. rules which can be condoned under Section 400(1) of K.M.C. Act,1980 by the delegated officers,

Under the above circumstances, if it found that the deviations are very minor in nature and there is no specific complaint against such deviation, the department will proceed as per rule 25 (2a) & (2b) of Bldg. Rules, 1990 and under rule 26 (2a) & (2b) of Bldg. Rules, 2009 and infringement portion to be dealt under Section 400(1) of K.M.C. Act, 1980.

This Order will take immediate effect.

Sd/-  
Director General (Bldg.)

OFFICE ORDER NO. 21 OF 2012-13 DATE : 20.12.2012

Observation on plan proposals for Municipal Building Committee should be incorporated in the M.B.C. Agenda Report under the Head 'Special Comments'.

Observations in separate note sheet will not be entertained during sending the files to M.B.C. This order should take immediate effect.

Sd/-  
Director General (Bldg.)

**EDUCATION DEPARTMENT**

Office Order No. 1 of 2012-13 Date : 02/04/2012

Sub : Engagement of Female helper (Ahaya) in KMCP School MIC Resolution No. MOA 28.3  
Dated : 10-02-2012.

As per office Order No. 107 of 2011-12 Date : 02/03/2012, Head Teacher / Asstt. Head Teacher were asked to submit the number of students in class PP and Class – I, having age below 6 years. Out of 267 KMCP Schools, Head Teachers of certain no. of KMCP Schools have sent the required nos. of students. Therefore, it is presumed that in those KMCP Schools who did not send information on nos. of students in reference to the office order no. 107 of 2011-12 dated : 02/03/2012 till today, would not require Female helper (Ahaya).



Head Teachers / Teacher in charge may be requested to arrange to select the following nos. of Female Helper in consultation with Committee Members, School Development Committee (SDC) at an early date. The selected Female Helper may please be sent to PA to MMIC (Education). At the time of selection the follows points should be considered :

SDC meeting should be arranged, Local Councilor must be present in the said meeting.

Notice for selection procedure, including Date, Time and Venue would be given in the KMCP School Notice Board.

SDC Committee will select Ahayas.

**Minimum Requirement for each candidate :**

Read upto class V and above.

Should be female candidate,

Presently unemployed

Female Ahayas should be mother of the students studying in the same KMCP School and Tenure of employment is one year. No renewal will be considered.

Candidates should be conversant with Road Safety Rules/Health Hazard and Safety Rules.

Final Proposal after due approval of Chairman and other Committee Member of SDC Committee will be sent to PA to MMIC ( Education ) along with one passport size photograph to the selected candidate should also be submitted.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 7 of 2012 – 13 Date : 19.04.2012.

Sub : MERGER OF KMCP SCHOOL.

As per approval of MMIC (Education) the Head Teacher / Teacher – in – charge of KMCP School 2 Circus Market Place, Day and Morning are directed to merge the Morning Session to Day Session under same school i.e. 2, Circus Market Place. Code No. of school will exist in Day Code No. 129/064/BD. The instrument used by the Morning Session will be deposited to Day Session. Mid – Day- Meal will be provided in the same kitchen. Attendance Register for both the session will be maintained. Bank A/C if any will be provided by the Head Teacher of Day Session.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 12 of 2012-13 Date : 7.5.2012

Sub : Job allotment of Deputy Manager (Education) newly joined in the Education Department.

As per office order no. DMC ( P ) / PT /56 / III-C /2012-13 Date : 27/04/2012 Deputy Manager Education Department wef. 02/05/2012. Job allotment of Deputy Manager is as follows :

He will look after the lifting and Distribution of Rice from FCI godown to various KMCP School.

Rice Stock Registered for lifting and Distribution of Rice to Rice Distribution Centre.

To examine Physical Inspection of Rice Stock checked by Deputy Education Officer.

Reporting to KPSC the requisition of Rice for Mid Day Meal to KMCP School.

To check up Regular Payment to SDC Committee KMCP Schools / Community Kitchen / NGO / CLPOA.

To check the Payment of Transportation charges to the Authorized Transporters as per approved Norms. Realization / Reimbursement of Transport charges from KPSC by way of raising Bill.

To check and examine the stock book on stationary.

To examine the stock book on distribution of uniform to KMCP School students.

To examine the stock book on distribution of Text Book receive from.

Henceforth all stock entry certificate should be signed before making payment by Deputy Manager ( Education ) newly joined in the Education Deptt.

Organizing of Periodical Review meeting of KMCP School on Mid Day Meal / Rice Stock position.

Any other jobs entrusted by the Jt. Mpl. Com (D) / Chief Manager (Education).

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 15 of 2012-13 Date : 11.05.2012

Sub : Engagement of Female Helper ( Ayahs ) in KMCP School for PP and Class- I.

As per subject above Female Helpers (Ayahas) appointed as per office order no. 107/2011-12 Dated: 24/03/2012 in Conformity with terms, condition and Resolution of SDC Committee (SDC). The person appointed as per formalities given should be sent to Personal Assistant (PA) to MMIC (Education) for preparation of List of selected persons for one year in each such school.

Payment of Honorarium :

Such payment to Honorarium @ Rs. 1000/- per month per Female Helper will be paid through the school Development Committee. Saving Account previously opened in the KMCP School by the Head Teachers. Separate Petty Voucher for each such Female Helper to the school will be submitted within 5 days from the last date of proceeding month. A Separate Register for Female Helper school wise should be maintained by the staffs of Education Department under the Control and Supervision of Administrative Officer (General). Necessary month wise record shall be kept in the Register financial year wise.

Procedure :

A Consolidated Bill will be issued for drawing of Honorarium from Revenue fund under the Departmental Code. 00/5210/600. The voucher along with Register would be placed to Mpl. Acctt. / IFU Education for necessary passing of Bill. The Cheque received from Revenue Fund will be Deposited to A/c of Sishu Siksha Karmasuchi A/c No. CA-5373, United Bank of India, New Market Branch.(Shishu Sikha Prokalpa).

Administrative Officer (General) will issue A/C Payee cheque in favour of Head Teacher for KMCP School payment of Honorarium.

For this purpose Head Teacher / Teacher-in-charge of KMCP School are requested to disburse Cash to Female Helper in the school, on the date of payment. Dy. E.O./ Inspector will over see the Payment on schedule date.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 27 of 2012-13 Date : 03/07/2012

Sub : Duty Certificate.

As per approval of KMC Authority Teacher of taken up KMCP School having the recruitment Regulation was appointed as Contractual Teacher of those Respective KMCP School. Monthly Remuneration of those Contractual Teacher are paid through Education Department of KMC. Monthly Remuneration Bill of those Contractual Teacher are prepared by the Education Department. Besides, monthly report Duty Certificate from the Head Teacher of KMCP School duly endorsed by the Concerned Deputy Education Officer shall be provided before drawal of monthly remuneration Bill. Administrative Officer (Establishment) is directed to check the certificate before release of payment of remuneration monthly. A file in this respect may be maintained by the Administrative Officer (Establishment). Head Teacher and Teacher in charge of concerned KMCP School where the Contractual Teacher engaged is directed to send Duty Certificate in every month within 2<sup>nd</sup> Week of the following month.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 29 of 2012-13 Date : 13/07/2012

Sub : Timely attendance in School and Maintenance of Stock Register etc.

The Head Teachers and Assistant Head Teachers and Teachers along with all teaching and non teaching staff engaged in the respective KMCP School are requested to make themselves present timely in the school regularly. Delay in Attendance reported by the Inspecting Officer will be viewed seriously. The maintenance of Stock Book and Cash Book is to be done neatly and accurately. Stock Book and Cash Book will be verified by the Inspecting Staffs during the Course of inspection. Difficulties if arises may be informed to the undersigned. Rice Stock Register should be neatly maintained and Physical verification of Rice will be done periodically. Stock Register for distribution of uniform to beneficiaries should be maintained. Balance Stock will be recorded and certified by the Head Teacher. The Certified Stock shall be sent to Supervisor (MDM) in every month within 7 days of following month.

This order is issued with the direction of Mpl. Comm. (Circular no. 21/2012-13 Dt. 10/07/2012).

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. Edn./ 49 of 2012-13 Date : 06.09.2012

OPENING BALANCE .....  
LIFTING  
Distribution (Aug)  
Stock-in-hand (Fresh)

Allotment Order of Rice

A quantity of 700 qntls of Rice was allotted by the School Education Department vide no. DM (PD) / Comm. / MDM / PRY / KOL / R / 12-13 / 05 Dated : 17/05/2012 towards Cooked Mid-Day-Meal, during the month of July, August and September, 2012. Now, an amount of 484.07 quintals. of Rice is hereby allotted to 78 nos. of Rice Distribution Centres as per Annexure – I. The Transport Contractor of KMC will draw Rice from FCI and arrange for distribution of same to the Distribution Centres as per quantity specified herein, within 3<sup>rd</sup> week of September, 2012. Deputy Education

Officer will remain present at the time of lifting of stock from FCI godown. Dy. Manager (MDM) will verify the stock book and provide the stock at hand. Inspector will accompany with Transporter at the time of distribution of Food Grains to the respective Rice Distribution Centres.

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 only those Rice Distribution Centers where there is no stock. Excess, if any, may also be distributed on the extent of balance quantities allotted.

Stock Book of Dumping Godown will be maintained by the concerned Head Teacher of the school in consultation with Dy. Education Officer and two nos. of Inspectors will remain present at the time of allotment of Rice to Rice Distribution Centres.

[Annexure – I has been omitted]

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. Edn. / 52 / 2012-13 Date : 12/09/2012

Sub : BPL Survey 2012.

It has been decided that the ongoing BPL survey of 2012 have to be completed within 27<sup>th</sup> September, 2012. Accordingly teachers are requested to report to the Borough Exe. Engineers forthwith for undertaking the survey work of the BPL, 2012. The Survey work will continue upto 21<sup>st</sup> September, 2012. They will work up to completion of survey work.

Teachers mainly work in KMCP Schools in Morning session will devote the survey work in day time & Day session will do the survey work after School Hours in consultation with the Concerned Borough Executive Engineer. All Concerned Teachers are directed to report to concerned Borough Executive Engineer immediately as per order of Mpl. Comm.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. Edn. / 55 / 2012-13 Dated : 17/09/2012

Sub : BPL Survey Work.

All Para Teachers / Contractual Teachers / Sahayikaya of Shishu Sikha Kendras are directed to join in BPL Survey Work with immediate effect, work will be continued upto 21<sup>st</sup> September, 2012. Concerned Para Teachers / Contractual Teachers / Sahayikaya are directed to report the respective Borough Executive Engineer (Civil) in the Boroughs where such schools/SSKs are situated.

Borough Executive Engineers are requested to deploy them immediately and report to Social Sector on joining accordingly.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 60 of 2012-13 Date: 26/09/2012

Re : Order of school timing of KMCP schools.

It is hereby ordered that the time schedule of all the KMCP schools and SSKs will be in the following manner :

Morning session : 07-30 A.M. to 11-30 A.M.

Day Session : 12-00 Noon to 04-00 P.M.

All the Head teachers / Teacher-in-charge are requested to act accordingly.

All concerns are being informed.

Sd/-  
Municipal Commissioner

Office Order No. 64 of 2012-13 Date : 09/10/2012

It is hereby informed to all the Deputy Education Officers as well as Administrative Officers of Education Department to route all the files to Education Officer before it is placed before Chief Manager (Education).

This order will take immediate effect.

Sd/-  
Chief Manager  
(Education/SS)

Office Order No. 71 of 2012-13 Date : 17-10-2012

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

All Deputy Education Officers and Inspector of Schools are directed that they must inspect the KMCP School as per list attached with this order and submit the necessary inspection report to the Education Officer, KMC. During the course of inspection special attention will be given to teaching-learning strategies of the teachers, remedial teaching, 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 Schools (list enclosed). 2. Look after the all necessary works related to Text Book, Stationaries, Uniform etc.
2		DEPUTY EDUCATION OFFICER	1. Communicate with the SSM office. 2. Monitoring and supervision of KMCP schools. 3. Rice checking. 4. Visit to S.S. Unit & G.R. Unit.
3		DEPUTY EDUCATION OFFICER	1. Look after all grants (ACR, Maintenance, TLM etc.) from SSM towards KMCP Schools. 2. Monitoring and supervision of KMCP schools.

Sl. No.	Name of the DEO / Inspector	Designation	Job
4		DEPUTY EDUCATION OFFICER	1. Monitoring and supervision of KMCP schools (list enclosed). 2. To look into the Computer Aided Learning Project.
5		DEPUTY EDUCATION OFFICER	1. Monitoring and supervision of KMCP schools (list enclosed). 2. Administration and maintenance of SSK.
6		INSPECTOR OF SCHOOL	1. Inspection of KMCP Schools (list enclosed).
7		INSPECTOR OF SCHOOL	1. Inspection of KMCP Schools (list enclosed).
8		INSPECTOR OF SCHOOL	1. Look after the Community Kitchen at 78, Bag Bazar Street & 15, Gobinda Khatick Road and submit necessary report to the undersigned. 2. Look after the Community Kitchen at Lalar Math (under process) and submit report to the undersigned. 3. Inspection of KMCP Schools (List enclosed).
9		INSPECTOR OF SCHOOL	1. Inspection of KMCP Schools (List enclosed).

Apart from the above mentioned works any other works as and when required by the Department.

Sd/-  
MMIC (Education)

Sd/-  
Chief Manager (Education)

Sd/-  
Education Officer

Office Order No. 89 of 2012-13 Dated : 20/12/2012.

Sub : Starting of Montessori Classes in KMCP Schools.

This is to inform you that Education Department, KMC is going to start a Montessori Classes in a few KMCP Schools from January, 2013. The duration of Montessori Classes will be from 11:30 a.m. to 1:30 p.m. The NGOs namely CINI ASHA, PWS and Save the Children are doing the survey work for enrollment in the Montessori Classes. The children belonging to the age group 3-5 years are eligible for taking admission in the Montessori Session. The Montessori kits, flex will be provided by the Education Department and an auto drive is being arranged for enrollment to the respective Montessori Schools.

Sd/-  
Chief Manager  
Education Department

Office Order No. 90 of 2012-13 Dated 20-12-2012

Sub : Job allotment of all the officers and staffs of the Education Department under KMC.

Ref. : Earlier Office Order No. 70 of 2012-13 dated 17-10-2012 of Education Department.

<b>Sl. No.</b>	<b>Name of the officer/ Office Staff</b>	<b>Designation</b>	<b>Job allotted</b>
1		Admn. Officer	A.O. General [Court rent, SSK, Bill related to TLM, Sweeper, Contingency, Office contingency, Ayah, receiving & despatch.
2		Admn. Officer	A.O. Establishment [Service book of office and all works related to establishment]
3		Admn. Officer	A.O. Common [Building repairing and lighting, SSA fund, all grants and others].
4		Admn. Officer	MDM
5		Supervisor	MDM, Permission for schools.
6		Head Assistant	Office establishment.
7		Head Assistant	Batch – 4 & 11, Supervision – 1, 2
8		Head Assistant	MDM
9		Head Assistant	Posted in G.R. Unit.
10		Head Assistant	Batch – 9 & 13, Supervision - 10, 14
11		Head Assistant	Batch – 8, Supervision – 12
12		Head Assistant	Posted in MDM section to assist Badal Ch. Chowdhury.
13		U.D.A.	Receiving and Despatch.
14		U.D.A.	Batch – 3.
15		U.D.A.	Batch – 7 & 16.
16		U.D.A.	Batch – 1 & 2.
17		Head Assistant	Batch – 5 & 15, Supervision – 7, 16
18		Head Assistant	Batch – 6, Supervision – 3
19		Jr. Assistant	Office Establishment.
20		Jr. Assistant	Batch 10 & 14.
21		Jr. Assistant	Batch - 12
22		Jr. Assistant	Receiving and Despatch [Ch. Manager (Edn.) and Education Officer] & Translation work.
23		U.D.A.	Receiving and Despatch.
24		Jr. Assistant	Office Establishment.
25		Jr. Assistant	Record & distribution of all office orders and papers related to schools
26		Typist	All typing works.
27		Typist	Attached to A.O. (Com) and all typing works.
28		Computer Asstt.	All type of works related to Computer.
29		Computer Asstt.	All type of works related to Computer.

**Job allotment of the Record Suppliers posted at the Education Department under KMC**

Sl. No.	Name of the officer/ Office Staff	Designation	Job allotted
1		R.S.	Despatch office register, bill etc. to different school, xerox, roneo.
2		R.S.	Despatch work of Batch – 5, 7, 12, 15 & 16.
3		R.S.	Receiving & Despatch.
4		R.S.	Distribution of stationary goods, receiving monthly report from schools and leave application of the teachers.
5		R.S.	Attached to Dy. Education Officers' room.
6		R.S.	Posted at MDM section + Receiving & Despatch.
7		R.S.	Receiving & Despatch.
8		R.S.	A.O. (Com) Chamber and A.O. (MDM) Chamber + Batch – 8, 9, 13.
9		R.S.	Chamber of Chief Manager (Education) + xerox
10		R.S.	Chamber of Education Officer.
11		R.S.	Despatch work of Office Establishment + Batch - 10, 14.
12		R.S.	Distribution of stationary goods + Leave application of the teachers.
13		R.S.	Receiving Despatch + outdoor work + Bank work.
14		R.S.	Livery goods management + Receiving of Assets declaration form of teachers & Education Deptt.
15		R.S.	Office Establishment & A.O. (Estb.)'s chamber
16		R.S.	Batch – 1, 2, 3, 4, 6, 11.
17		R.S.	Record & distribution of all office orders and papers related to schools

Apart from the above mentioned work any other work as and when required by the Department.

Sd/-  
Municipal Commissioner

Office Order No. 92 of 2012-13 Date : 29/01/2013

Re : Enrollment of learners under various KMCP Schools.

As per the decision taken in the chamber of Municipal Commissioner on 19-01-2013 it is notified to all concerned that each school under KMC will have to enroll at least 50 students for each class. All Head Teachers, Assistant Head Teachers and Teachers are requested to provide all endeavour to achieve this goal. Inspectors and Dy. Education Officers are also requested to ensure this enrollment procedure by providing maximum logistic support as far as possible. Education Officer will coordinate the entire procedure and strategize the future action to be taken for the



accomplishment of this goal. Municipal Commissioner will be appraised accordingly about the performance in the monthly meeting of Education Department, which is scheduled to be held on 18<sup>th</sup> February, 2013 in Municipal Commissioner's chamber. The total report must be submitted in the following format before 18-02-2013 positively.

This order will take immediate effect and issued as per the instruction of Municipal Commissioner.

Sd/-  
Chief Manager  
(Education)

Name of the KMCP School .....

School Code No. ....

Class	PP	I	II	III	IV	V
No. of newly enrolled students						

Office Order No. 102 of 2012-13 Date : 21/02/2013

Sub : Distribution of school uniform for the students of the KMCP Schools.

All Head Teacher / Asstt. Head Teacher / Teacher – in – charge of KMCP Schools are hereby informed that the uniform for the students of KMCP Schools will be distributed from 6 (six) centres on and from 26<sup>th</sup> February, 2013 to 1<sup>st</sup> March, 2013 from 11:30 a.m. to 4:00 p.m.

All Head Teacher / Asstt. Head Teacher / Teacher – in – charge of KMCP Schools are requested to collect their student uniform from the nearest distribution centres after submission of average attendance of the students (January, 2013) in each class required for all size as usual.

The six centres are as follows :

Sl. No.	Name of the Centre	Dy. Education officer / Inspector( Incharge )
1	5/1, Balaram Ghosh Street,	
2	27/1, Sashi Bhusan Dey Street,	
3	13/1, Nepal Bhattacharya Street,	
4	17/1, Mansatala Lane,	
5	Lenin Memorial KMCP School	
6	Atharo Bigha KMCP School	

Sd/-  
Education Officer  
Education Department

Sd/-  
Chief Manager  
Education Department

Office Order No. 103 of 2012-13 Date : 20/02/2013

Re : Check drop-out of learners of KMCP Schools.

In continuation of Office Order No. 92 of 2012-13 dated 29-01-2013 it is further notified to all concerned Head Teachers / Assistant Head Teachers / Teachers that a persistent effort has to be

made to retain all the students who have been already enrolled in the school(s). Inter-alia, this will check the drop-out problem which is perennial features of all the KMCP Schools. A report in this matter may also have to be attached with the report about the enrollment drive report.

Sd/-  
Chief Manager  
(Education)

Office Order No. 105 of 2012-13 Date : 21/02/2013

Re : Allotment of fund towards Honorarium to Cook cum helper for KMCP Schools.

It is notified to all Head Teachers/Asstt. Head Teachers/Teachers of KMCP Schools that a circular has been received vide ref no. 33-(Sanc)-ES/(CMDMP)/GENL-21/2011 Dated : 22/01/2013 from office of the Project Director cooked Mid-Day-Meal of School Education Department where it has been categorically stated that an honorarium @ Rs. 1000/- per month per Cook cum helper will be allowed on consolidated basis for 10 months in a financial year.

As such the necessary action for payment of this honorarium will have to be made as per this directive. This office order will be enforceable from retrospective basis.

Sd/-  
Chief Manager  
(Education)

Office Order No. 107 of 2012 - 13 Date : 04/03/2013

Sub : Collection of Library – Books from Children’s Book Fair to be held on & from 7<sup>th</sup> March to 12<sup>th</sup> March, 2013 organised by SSM Kolkata in collaboration with Publishers & Booksellers Guild at the Premises of KPSC & SSH, Kolkata.

Ref : Memo No. 1326(2000)/PED/SSM/KOL Date : 25/02/2013 of District Project Officer SSM, Kolkata.

It is a great pleasure that Kolkata Sarva Shiksha Mission is going to organise Children’s Book Fair in order to distribute Children – Books for Rs. 901/- to each KMCP Schools as per guidelines of PBSSM.

In view of smooth & speedy distribution of books directly to the school authorities, the Publishers & Booksellers Guild will display the selected pile of books in the pavilion where both the teachers and the children will have the opportunity of selecting the books accordingly to their choice.

Every day the Book Fair will remain open from 12 noon to 5 p.m. Cultural programme will also be performed by the school children in the Open-air-stage at the Fair Ground on the days of fair.

You are, therefore, requested to visit the said fair for collection of library books according to the schedule printed overleaf alongwith the children of KMCP Schools for the purpose of choice and selection of books.

You are requested to collect the Coupons from Dy. E.O. for collection of books. The order has been issued as per discussion had with the Chief Manager (Education).

<b>SCHOOL CODE WISE SCHEDULE FOR VISIT TO CHILDREN'S BOOK FAIR</b>	
<b>Date of visit</b>	<b>Code No. of KMCP Schools</b>
07/03/2013 ( Thursday )	001 – 041
08/03/2013 ( Friday )	042 – 109
09/03/2013 ( Saturday )	110 – 150
11/03/2013 ( Monday )	151 – 217
12/03/2013 ( Tuesday )	218 – 271

Sd/-  
Education Officer  
(Education Deptt.)

Office Order No. 164 of 2012-13 Date : 01/01/2013

Sub : Distribution of Text Books for the Session- 2013.

All H.T. / A.H.T. / Teacher – in – charge of KMCP Schools and SSKs are hereby informed that the 'Text Books' for the Session – 2013 will be distributed from the six Book Centres during the period from 02/01/2013 – 07/01/2013 at 11 a.m. to 3 p.m.

Head Teachers / Sahayikas of all KMCP Schools, SSKs respectively are directed to collect the Text Books from their distribution centres after submission of requisition forms to the respective officer – in - charge as usual.

It may kindly be noted that the Text Books for the academic year – 2013 are available in the book centres as per the list given below and name of the respective officer – in - charge ( Dy. E.O. / Inspectors ) are also mentioned here under :

<b>Sl. No.</b>	<b>Name of Book Distribution Centres</b>	<b>Name of Dy. E.O. / Inspectors of school</b>	<b>School Code</b>
1	5/1, Balaram Ghosh Street		001/001/BD - 046/028/BD
2	27/1, Sashibhusan Dey Street		047/029/UDG - 126/062/BD
3	13/1, Nepal Bhattacharya Street,		127/064/UMG - 153/074/UDB 177/081/BHM - 203/110/BD
4	17/1, Mansatala Lane,		154/075/HM - 176/080HM
5	Autharobigha KMCP School		204/115/BD - 217/132/BD
6	Lenin Memorial KMCP School		218/133/BM - 261/141/UMG

N.B. – On 05/01/2013 Book distribution will be closed due to the training of U – DISE.

Sd/-  
Chief Manager  
(Education)

Office order No. 168 of 2012-13 Date : 03/01/2013

Sub : Corrigendum of school timing of KMCP Schools Urdu Medium.

In partial modification of school timing of KMCP Schools it is hereby ordered that on Friday for performing prayer 1 hour time from 12-30 p.m. to 1- 30 p.m. will be allowed for teachers and

students who want to go for Namaz and classes will remain continue upto 4 p.m. after MDM on that day.

All the Head Teachers / Teacher – in –charge are requested to act accordingly.

All concerns are being informed.

Sd/-  
Municipal Commissioner

**FINANCE & ACCOUNTS DEPARTMENT**

CIRCULAR NO. 01 OF 2012-2013 DATE : 07.04.2012

This is for information to all concerned that in the Budget Estimate of Hon'ble Mayor for the year 2012-2013 passed in The Corporation on 14.3.2012, B. I. Codes of some departments are rearranged and merged. Modified final list of B. I. Codes after rearrangement and merger, as it stands, w.e.f. 01/4/12 is detailed below.

However, the names of the departments where no modification is made in B. I. Codes are not mentioned in the list below.

**Br. I - X (00)**

<b>Name of the Department</b>	<b>B.I. Codes applicable w.e.f. 01.04.2012</b>
Finance & Accounts	1410, 1450, 1451
Treasury	1510
Information Technology	1610
Law	1710, 1730, 1740
I & P. R	1810, 1820, 1830, 1840
Control Room	1860
Land & Estate	2210, 2240
Building	2310
Building Tribunal	2350
Assessment-Colln. (S)	3110,3120
Assessment Tribunal	3150
Assessment- Colln. (N)	3210, [3260-Revenue Dept.]
Assessment- Colln. (T.Tax)	3310
Licence	3410,3431 [3440-Amusement Dept.]
Engineering	4110,4140,4150
P&D	4180
Water Supply	Same as earlier, only 4211 is abolished (New codes 4285, 4286, 4287 are introduced)
Sewerage & Drainage	Same as earlier, only 4342 is abolished
Roads	Same as earlier, only 4423 is abolished
SWM-I	Same as earlier, only 4511, 4520, 4551,4562 are abolished

<b>Name of the Department</b>	<b>B.I. Codes applicable w.e.f. 01.04.2012</b>
Lighting	Same as earlier, only 4611 is abolished
Education	Same as earlier, only 5120 is abolished
Health	Same as earlier, only 6112, 6113 are abolished
Bustee	Same as earlier, only 7620 is abolished
Personnel	8110
Central Records	8210
Central Stores	8310
Central Workshop	8410
Central Vigilance	8510
Central Printing	8610

**BR. XV (GARDEN REACH UNIT) (01)**

<b>Name of the Department</b>	<b>B.I. Codes applicable w.e.f. 01.04.2012</b>
Water Supply	Same as earlier, only 4211 is abolished
Sewerage & Drainage	4321
Roads	4421,4480
SWM-I	4521
Lighting	4620
Health	Same as earlier, only 6111,6112,6211,6421 are abolished.

**Br. XIII - XIV (South Suburban Unit) (02)**

<b>Name of the Department</b>	<b>B.I. Codes applicable w.e.f. 01.04.2012</b>
Water Supply	Same as earlier, only 4211 is abolished
Sewerage & Drainage	4321
Roads	4421,4480
SWM-I	4521
Lighting	4620
Health	Same as earlier, only 6112,6211,6421 are abolished

**Br. XI - XII (Jadavpur Unit) (03)**

<b>Name of the Department</b>	<b>B.I. Codes applicable w.e.f. 01.04.2012</b>
Water Supply	Same as earlier, only 4211 is abolished
Sewerage & Drainage	4321
Roads	4421,4480

Name of the Department	B.I. Codes applicable w.e.f. 01.04.2012
SWM-I	4521
Lighting	4620
Health	Same as earlier, only 6111,6112,6211,6421 are abolished

In furtherance to the above list, special mention is made regarding the merger of codes related to 'ESTABLISHMENT' i.e. object code '300'. The codes mentioned in Column B will take effect in place of the codes mentioned in Column A with effect from 01-4-2012. Besides the codes in the list below, object code '300' under all other B. I. Codes mentioned in the Budget Estimate 2012-2013 will remain same as that of financial year 2011-12.

A	B	A	B
Merged B.I. Codes	Applicable Codes in place of the Codes in Column A	Merged B.I. Codes	Applicable Codes in place of the Codes in Column A
1320, 1410 1420, 1430	1410	4510,4511	4510
1510,1520,1530,1540,1550	1510	4520,4521	4521
1610, 1620, 1640, 1650	1610	4610,4611	4610
1710, 1720	1710	5110,5120	5110
1810, 1820, 1830, 1840	1810	6111,6112	6111
2210, 2211, 2220, 2230, 2240, 2250	2210	6113,6114	6114
2310, 2311,2320, 2330, 2340	2310	8110, 8120	8110
3110,3111,3120	3110	8210, 8220	8210
3210,3211,3220, 3240	3210	8310, 8320, 8330	8310
3310, 3311, 3320, 3330, 3360, 3370	3310	8410, 8420	8410
3410, 3411,3420, 3430	3410	8510,8520	8510
4110,4120	4110	8610, 8620	8610
4140,4141	4140	01-4210,01-4211	01-4210
4180,4181	4180	02-4210, 02-4211	02-4210
4210,4211	4210	03-4210,03-4211	03-4210

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO. 03 OF 2012-13 DATE : 11.05.2012

The West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 has been amended with effect from the 1<sup>st</sup> day of April, 2012 by section 3 of the West Bengal Finance

Act, 2012. The current SI. No. of the Schedule, as amended, relating to the rates of tax payable with effect from 01.04.2012 by salaried persons and wage earners only under the Act is given below :

### THE SCHEDULE

Schedule of rates of tax on professions, trades, callings and employments.

Sl. No.	Class of Persons	Rate of Tax
1.	Salary and wage earners. Such persons whose monthly salaries or wages are -	
	i) Rs. 3,000/-or less	NIL
	ii) Rs. 3,001/- or more, but less than Rs. 5,001/-	NIL
	iii) Rs. 5,001/- or more, but less than Rs. 6,001/-	Rs.40/- Per Month
	iv) Rs. 6,001/- or more, but less than Rs. 7,001/-	Rs. 45/- Per Month
	v) Rs. 7,001/- or more, but less than Rs. 8,001/-	Rs. 50/- Per Month
	vi) Rs. 8,001/- or more, but less than Rs. 9,001/-	Rs. 90/- Per Month
	vii) Rs. 9,001/- or more, but less than Rs. 15,001/-	Rs. 110/- Per Month
	viii) Rs. 15,001/- or more, but less than Rs. 25,001/-	Rs. 130/-Per Month
	ix) Rs. 25,001/- or more, but less than Rs. 40,001/-	Rs. 150/- Per Month
	x) Rs. 40,001/- and above	Rs. 200/- Per Month

In pursuance of Memo No. 596-F.T. dt. 17/04/12 issued by the Finance (Revenue) Department, Govt, of West Bengal, all the Controlling Officers/ Head of the Departments are requested to take necessary steps to deduct profession tax as per rates mentioned above with effect from 01.04.12

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

Sd/-  
(D. Dasgupta)  
CMF&A

#### CIRCULAR NO.04 OF 2012-13 DATE : 11.05.2012

Of late it has been noticed that order/approval of the authority in regard to transfer of fund from one budget head to another and order in respect of revision of budget does not reach the Finance & Accounts Department in time. As a result it causes difficulties in implementing such order of the authority by the Finance & Accounts Department.

In view of the above, to avoid any communication gap, it is requested to all concerned to forward any such order to Addl. C.M.F.&A. (W/B) so that effect of such order can be recorded in the computerized system of the Finance & Accounts Department as well as in CRN module.

All concerned are requested to note the above points to facilitate effective management of the budget.

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

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO. 05 OF 2012-13 DATE : 02.07.2012

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 2012-13 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.**

It may also be noted by all concerned that the provision of section 192 of the I.T. Act, in respect of deduction of tax at source month-wise at the average rate of tax on the estimated income of the employees under the head “Salaries” are not being rigidly followed for which penal measures are taken by the respective tax authorities.

In view of the above, all concerned are hereby requested to follow strictly the above procedure so that short deduction / non-deduction of tax at source may not occur in any case during the financial year. Any kind of lapse in this regard will be viewed seriously by the Municipal Commissioner.

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

Sd/-  
(D. Dasgupta)  
CMF&A

A. For any resident Individual (Who is below the age of 60 years).

Section & Nature of Payment/income	When to deduct tax at Source Monthly at the time of payment	Net income range for the whole year Upto	Income Tax rates	Surcharge	Education Cess
192-Salary		Rs.2,00,000	Nil	Nil	Nil
		Rs.2,00,000 to 5,00,000	10% of (total income minus Rs. 2,00,000)	Nil	3% of Income Tax
		Rs.5,00,001 to Rs.10,00,000	Rs.30,000/- + 20% of (total income minus Rs.5,00,000)	Nil	3% of Income Tax
		Above Rs.10,00,000	Rs.1,30,000/- + 30% of (total Income minus Rs.10,00,000)	Nil	3% of Income Tax

B. For resident senior citizen (who is 60 years or more at any time during the previous year but not more than 80 years).

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.2,50,000	Nil	Nil	Nil



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.2,50,000 to Rs.5,00,000	10% of (total income minus Rs. 2,50,000)	Nil	3% of Income Tax
		Rs.5,00,001 to Rs.10,00,000	Rs.25,000/- + 20% of (total income minus Rs.5,00,000)	Nil	3% of Income Tax
		Above Rs.10,00,000	Rs.1,25,000/- + 30% of (total income minus Rs.10,00,000)	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 to P.F., Subscription to certain equity shares or debentures, Contribution towards NSC VIII issues, accrued interest on N S C for five years, notified Term 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 2013-14. 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 2013-14. However, the aggregate amount deductible u/s 80C, 80CCC & 80CCD together shall not in any case, exceed one lakh rupees. Deduction in respect of investment in long term infrastructure bonds u/s. 80CCF will not be available from the F/Y 2012-13.
- (b) Deductions available under other Sections viz. 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80QQB, 80RRB, 80U and 24(b) will continue. Deduction will also be available u/s 80CCG & 80TTA, newly inserted from the F/Y 2012-13.
2. Deductions available u/s 16(ii) for entertainment allowance and u/s 16 (iii) for tax on employment will continue.
- C. For payment (other than salary ) to any individual, HUF, AOP, BOI, Artificial juridical person or any Firm/Domestic Company, for the F/Y- 2012-13.

Section & Nature of Payment/Income	When to deduct tax at source	Rate
193-Interest on Securities	At the time of Credit or payment which ever is earlier , when the aggregate sums payable during the financial year exceeds Rs. 2,500/- (Rs. 5000/- w.e.f. 01.07.2012).	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 which ever 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.

<b>Section &amp; Nature of Payment/Income</b>	<b>When to deduct tax at source</b>	<b>Rate</b>
194C - Payment to Contractor /Sub-contractor	At the time of credit or payment which ever 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.
194H - Commission or Brokerage	At the time of credit or payment whichever is earlier, when the aggregate of sums credited/ paid during the year exceeds Rs. 5,000/-.	@ 10% as I.T.* for all types of payee
194 I – 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.
194 J - 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/- (Rs.2,00,000/- w.e.f. 01.07.2012.)	@10% as I.T. * for all types of payee.
195 - Payment to non-resident / Foreign Concen.	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**

- |   |                       |
|---|-----------------------|
| 1. <u>Timber obtained under a forest Lease</u>                      | <u>2.5% as I.T. *</u> |
| 2. <u>Timber obtained by any mode other than a forest lease</u>     | <u>2.5% as I.T. *</u> |
| 3. <u>Any other forest produce not being timber or tendu leaves</u> | <u>2.5% as I.T. *</u> |
| 4. <u>Scrap</u>   | <u>1% as I.T. *</u>   |
| 5. <u>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 of 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 2012-13.
- 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 Rs1,00,00,000/- & Cess in this case is also to be deducted / collected @ 3% on (I T. + S. C ).

CIRCULAR NO. 06 OF 2012-13 DATE : 08.08.2012

Sub : Grant of Ad-hoc Bonus to the employees of the KMC for the year 2011-12.

In terms of Memo No. 6732-F(P) dated 03.08.12 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 2011-12 subject to the following conditions :

**Ad-hoc Bonus :**

- a) The regular employees of the KMC whose revised emoluments did not exceed Rs.22,000/- per month as on 31.03.12 will be entitled to get Ad-hoc Bonus @ Rs.2500/- per head. Upper eligibility ceiling of Rs.22,000/- per month as on 31.03.12 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 31.03.12 exceeded Rs.22,000/- per month but during the year 2011-12 their emoluments at least for six months were less than Rs.22,000/- per month i.e. said emoluments exceeded the eligibility ceiling of Rs.22,000/- per month on account of promotion, drawl of increment, implementation of career advancement scheme, enhancement of dearness allowance etc. after remaining less than Rs.22,000/- for at least six months will be entitled to Ad-hoc bonus of the maximum amount of Rs.2500/- under this order.
- ii) The employees who were in service on 31.03.12 and rendered at least 6 months continuous service during the year 2011-12 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, the 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 :

$$\frac{\text{Eligibility period in number of months}}{12} \times \text{Emoluments as on 31}^{\text{st}} \text{ March 2012} \times \dots\dots\dots$$

= The amount of ad-hoc bonus subject to a maximum of Rs.2500/- only.

- iv) The employees who are entitled to get ad-hoc bonus under this order but retired after 31.03.12 or whose service have been terminated after 31.03.12 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 31.03.12 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 2011-12 will be entitled to draw ad- hoc bonus of 2011-12 and similarly the employees who have rendered 6 months continuous service in 2011-12 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 2011-12 under this orders but died after 31.03.12 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 2011-12 under this order but resigned or voluntarily retired from service of the KMC after 31.03.12 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 2012-13.
- x) The disbursement of ad-hoc bonus sanctioned herein above should be made in case of Muslim employees between 10/08/12 to 17/08/12 and in case of other employees such disbursement should be made in between 05/10/12 to 12/10/12. In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-Ul-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

CIRCULAR NO. 07 OF 2012-13 DATE : 08.08.2012

Sub : Grant of interest free Festival Advance/Ex-gratia to the KMC employees in 2012-13.

It has been decided by the authority that if a KMC employee whose emoluments 31.03.12 exceeded Rs. 22,000/- per month but did not exceed Rs.30000/- 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 installments. If the amount of advance is exactly divisible by ten it will be recovered in ten equal monthly installments. 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 installments and the balance will be recovered in the tenth monthly installment. The same method of calculation will apply mutatis- mutandis where the advance will be repaid is less than 10 monthly installment. The recovery of advance sanctioned under this order will begin from the salary for the month of November 2012 and should be completed by 31<sup>st</sup> August 2013 at the latest.
- b) The KMC employees who will retire/leave KMC service on a date after issue of this order but before 1<sup>st</sup> November 2012 will not be allowed any festival advance. However, an employee who will retire after 1<sup>st</sup> November 2012 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 31<sup>st</sup> March 2012 but before the 1<sup>st</sup> October 2012 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 2011-12 and provided their regular or contract emoluments did not exceed Rs.30000/- per month. The term emolument in this order will mean basic pay (i.e. pay in the pay band plus grade pay), dearness 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 between 10/08/12 to 17/08/12. In case of other Employees payment should be made in between 05/10/12 to 12/10/12.**

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 2012-13.

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 01.04.12 on payment of Honorarium/allowance/Consolidated Pay and are in continuous service at least up to 14.08.12.	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 01.04.12 but before 14.08.12	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 15.08.11 to 14.08.12.	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 15.08.11 to 14.08.12	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 15.08.11 to 14.08.12. 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 15.08.11 to 14.08.12	Rs.200/-
i) Sweeper of KMCP Schools who have put in work minimum number of 120 days and maximum number of 239 days from 15.08.11 to 14.08.12. 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 2012-13.

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

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

Sd/-  
(D. Dasgupta)  
CMF&A

CMF&A'S COMMUNIQUE' OF 2012-13 DATE : 14.08.2012

It may be kindly noted that decision has been taken by the MIC to introduce e-payment system for contractors/suppliers. A circular has already been issued by the Municipal Commissioner (Municipal Commissioner's Circular No. 32 of 2012-13) on 10/08/12 for implementation of the decision of the MIC.

All Controlling Officers are requested to kindly circulate the Mandate Form among the contractors/agencies with a request to submit necessary information in the prescribed format within 25<sup>th</sup> August 2012 to the Manager Systems (FACC) of the Finance & Accounts Department.

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO.08 OF 2012-13 DATE : 28.08.2012

The question of releasing the remaining 50% of the third installment of arrear due to revision of pay and allowances as per recommendations of the Fifth Pay Commission in respect of the employees of the Kolkata Municipal Corporation has been under consideration of the authority for some time past.

Now in pursuance of Finance Department, (Audit Branch) Memo No. 7045-F(P) dated 16<sup>th</sup> August, 2012, it has been decided by the authority that remaining 50% of the third installment of arrear as mentioned in the above para shall be released along with the salary for the month of September 2012. Necessary additional fund, if required, will be arranged in the revised budget for the year 2012-13.

All concerned are requested to take further necessary action in this regard.

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

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO. 09 OF 2012-13 DATE : 29.08.2012

This is for information to all concerned that the processing of files/bills on the part of F&A Department in respect of Lighting Zone-IV & Zone-V will be processed henceforth in the following manner until further order.

- (I) Files/Bills of Lighting Zone-IV: IFU-Lighting (Located at Hogg Building).
- (II) Files/Bills of Lighting Zone-V: IFU-Br-XIII & XIV (Located at SS Unit).

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO. 10 OF 2012-13 DATE : 01.09.2012

Of late, it has been brought to our notice that in some cases bank accounts are opened by the contractors after getting the cheque. It causes certain difficulties in banking operation resulting into cancellation of cheque on refusal by the banks to accept the cheque and issuance of fresh one. To remove such difficulties, all Controlling Officers are requested to ensure that all selected contractors/agencies possess bank account beforehand along with certificate of enlistment, PAN, VAT, Professional Tax registration Certificate, if applicable and such other statutory documents required for awarding tender.

This circular is issued on approval of Municipal Commissioner.

**This order will take immediate effect and will remain in force until further order.**

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO. 11 OF 2012-2013 DATE : 09.10.2012

A) All Controlling Officers/H.O.Ds./Br. Ex. Engrs. are requested to submit the Budget Estimate for 2013-2014 and Revised Estimate for 2012-2013 as per following programme to the Controller of Municipal Finance & Accounts :

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2013-14 and Revised Estimate for 2012-13	03.12.2012
2	Revision of Rates, Fees & Charges for 2013-14 with justification	17.12.2012
3	Inventory of Immovable properties of KMC for 2013-14 as required u/s 540 of the KMC Act,1980	17.12.2012
4	Departmental Report	22.12.2012
5	Draft of Mayor's Budget Statement of 2013-14 and new programmes to be taken up in 2013-14.	16.01.2013

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 2011-12</i>	<i>Actual Collection up to 30.9.12</i>	<i>Expected Collection from 01.10.12 to 31.03.13</i>	<i>Total Revised Receipt for 2012-13</i>	<i>Estimate of Receipt for 2013-14</i>
A	B	C	D	E = (C + D)	F

**EXPENDITURE FORMAT**

<i>B.I. Code</i>	<i>Actual Expenditure 2011-12</i>	<i>Payment towards liabilities 2011-12</i>	<i>Expenditure (Exclg. Lia.) upto 30.09.12</i>	<i>Expected Expenditure from 01.10.12 to 31.03.13</i>	<i>Total Revised Expenditure for 2012-13</i>	<i>Estimate of Expenditure for 2013-14</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 :
- AUGMENTATION OF REVENUE FROM THE EXISTING SOURCE
  - 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 12 OF 2012-13 DATE : 22.11.2012

To facilitate submission of monthly STDS return through electronic media as introduced by the Commercial Tax Authority, Govt. of West Bengal for tax deducted at source from the bills of Works Contract, it has been made mandatory to mention the Registration Certificate Number (R C No.) of the Contractor in the STDS return ( Form No 19A & 18A ) under the WB VAT, Act.

In view of the above, all heads of the deptts. / Offices / Units are hereby requested to obtain the photocopies of Certificate of Registration under the WB VAT, Act of the contractors under their control duly self-attested and arrange to send the certificates to the IT&ST Cell of Finance & Accounts Department positively on urgent basis within a period of fortnight from the date hereof.

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

Sd/-  
(D. Dasgupta)  
CMF&A

CIRCULAR NO 13 OF 2012 - 2013 DATE : 06.12.2012

In continuation to the Finance & Accounts Deptt. Circular No. 05 of 2012-13 dated 02.07.2012, 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 month of February 2013, i.e. salary bill of Feb 2013 payable in March 2013, without fail. As the Heads of the Department / Offices / Directorates (D.D.O's) are responsible to deduct Income Tax month-wise at the average rate at the time of payment of Salary to the employees under their control u/s. 192 of the Income Tax 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. **All the heads of the deptt. 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. for calculation of Income Tax.** 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 Income Tax 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.

Further, in order to fill up the Certificates u/s. 203 of the Income Tax 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 along with photocopy 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 12.02.2013 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 31.03.2013.

It may further be noted by all concerned that "Permanent Account Number" (PAN) of the employees coming under purview of Income Tax, must be recorded in the Central Pay-roll section (SR&A/c Deptt.) 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 2012-13.

Salary for the period from **March, 2012** payable in April, 2012 to **February, 2013** payable in March, 2013 are to be taken into account in this respect and calculation of tax will be made at the following rates.

A. For any resident individual (Who is below the age of 60 years)

Sl. No.	Range of Taxable Income	Rate of Income Tax
1	Total Taxable Income does not exceed Rs. 2,00,000/-	Nil
2	Above Rs.2,00,000/- to Rs. 5,00,000/-	10% of the amount by which the total income exceeds Rs.2,00,000/-
3	Above Rs. 5,00,001/- to Rs.10,00,000/-	Rs.30,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,000/-
4	Above Rs.10,00,000/-	Rs.1,30,000/- plus 30% of the amount by which the total income exceeds Rs.10,00,000/-

B. 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.5,00,000/- to Rs.10,00,000/-	Rs.25,000/- plus 20% of the amount by which the total income exceeds Rs.5,00,000/-

4	Above Rs.10,00,000/-	Rs.1,25,000/- plus 30% of the amount by which the total income exceeds Rs.10,00,000/-
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Surcharge (S.C.) on Income Tax is not applicable during the financial year 2012-2013.

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 under the head “ Salaries”.**

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 (H.R.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 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 K.M.C. officers / employees who are occupying K.M.C quarters, should be treated as “House Rent” paid for exemption of house rent u/s **10(13 A)** and in this regard C.M.F&A.’s Circular No. 02 of 2001-02 dt. 18.4.01 may be referred to.

3. Travelling Allowance / Conveyance Allowance etc. which are granted to the employees of certain categories in K.M.C. 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. The amount of interest / dividend etc. received / accrued on investments and also from savings account during the financial year will have to be added to the salary income as income from other sources as reported by the employee.
6. 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. (Amount of premium includes preventive health check-up not exceeding Rs. 5000/- from the F/Y 2012-13).
7. 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).
8. Deduction in respect of Medical treatment of specified disease or ailment [as prescribed in Rule 11DD(1)] for himself or dependant u/s **80DDB** (will have to furnish a certificate in prescribed Form No. 10-I from appropriate authority) — Rs.40,000/- or the amount actually

paid, whichever is lower and Rs.60,000/- for Senior Citizen.

9. 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.
10. Deduction in respect of Donation to certain Funds, Charitable Institution— u/s **80 G**
  - (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. However, no deduction shall be allowed u/s 80G in respect of donation in cash of an amount exceeding Rs 10,000/- from the F/Y 2012-13.

11. Deduction in respect of income by way of interest in savings account u/s- 80TTA is available to an individual from the financial year 2012-13 and the amount of deduction is limited to Rs. 10,000/-.
12. Deduction in the case of a person with disability u/s **80 U** — 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).
13. 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.
14. Deduction u/s **80 C, 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 **80CCG** has been introduced from the F/Y 2012-13 which provides a deduction of 50% of amount invested in listed equity shares subject to maximum of Rs. 25,000/- and is available to a resident individual, if his gross total income does not exceed Rs.10 Lakh.

**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 if policy is issued before 1<sup>st</sup>. April, 2012 and 10% of sum assured is deductible if policy is issued on or after 1<sup>st</sup>. April, 2012).
- (d) Contribution to certain Pension Funds of L.I.C. or any other Insurer (sec.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 NSC as per following rates.

NSC (VIII) issue for Rs. <b>100/-</b> purchased as per following Table						NSC (IX) issue for Rs.100/-
Year Completed	Purchased between 15.1.2000 to 28.2.01	Purchased between 1.3.01 to 28.2.02	Purchased between 1.3.02 to 28.2.03	Purchased between 1.3.03 to 30.11.11	Purchased on or after 1.12.2011	Purchased on or after 1.12.2011
1 <sup>st</sup> year	Rs.11.30	Rs. 9.72	Rs. 9.20	Rs. 8.16	Rs. 8.58	Rs. 8.89
2 <sup>nd</sup> year	Rs.12.58	Rs. 10.67	Rs. 10.05	Rs. 8.83	Rs. 9.31	Rs. 9.68
3 <sup>rd</sup> year	Rs. 14.00	Rs. 11.71	Rs.10.97	Rs. 9.55	Rs. 10.11	Rs.10.54
4 <sup>th</sup> year	Rs.15.58	Rs. 12.85	Rs. 11.98	Rs.10.33	Rs. 10.98	Rs. 11.48
5 <sup>th</sup> year	Rs. 17.35	Rs. 14.10	Rs. 13.09	Rs.11.17	Rs. 11.92	Rs.12.50
6 <sup>th</sup> year	Rs.19.31	Rs. 15.47	Rs. 14.29	Rs. 12.08	N.A.	Rs.13.61
7 <sup>th</sup> year						Rs.14.82
8 <sup>th</sup> year						Rs.16.13
9 <sup>th</sup> year						Rs.17.57
10 <sup>th</sup> year						Rs.19.13

- 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.
    - 1) 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 2012-2013**

Name Sri / Smt.....

Designation :.....

Department :.....

Pan ..... I.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. VI A
  - (a) u/s (80C, 80CCC, 80CCD – Qualifying amount Rs. 1,00,000/- max).
    - i)
    - ii)
    - iii)
    - iv)
    - v)
    - vi)

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- TOTAL OF 9 (a) Qualifying amount of 9 (a).....
- b) u/s 80CCF :.....
  - 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 :.....

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(Signature of the DDO)

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(Signature of the employee)

CIRCULAR NO. 14 OF 2012-13 DATE : 08.01.2013

Sub : Grant of Dearness Allowance to the employees of the Kolkata Municipal Corporation with effect from the 1<sup>st</sup> January 2013.

In pursuance of the Municipal Affairs Department's. Memo No. 01/MA/N/C- 2/1G-10/2005 dated 07.01.2013 it has been decided by the authority of the Kolkata Municipal Corporation that with effect from 1<sup>st</sup> January, 2013 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 1<sup>st</sup> April, 2009 shall draw Dearness Allowance @ 52% with effect from the 1<sup>st</sup> January, 2013.

Period from which payable	Pay Range	Rate of Dearness Allowance
01.01.2013	Pay upto Rs.80,000/-	52% 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. 10617-F (P) dated the 31<sup>st</sup> December 2012.

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

Sd/-  
(D. Dasgupta)  
CMF&A

OFFICE ORDER NO. 37 OF 2012-13 DATE : 09.01.2013

Sub : Speedy disposal of MPLAD- BEUP Bills at the end of IFU(s).

As directed by Municipal Commissioner, the undersigned hereby communicates to all concerned that bill(s) related to MPLAD-BEUP should be disposed off within three working days of receipt of the bill by IFU. In this context, all concerned are advised to abide by the following points :

- All concerned Dy. CMF&As are directed to monitor and control over this issue and ensure that disposal of bill finally made from their end through IFU is being made within the stipulated period as mentioned above.
- Moreover, Dy. CMF&As are advised to contact Addl. CMF&A (W&B) in case of any difficulty, if arises at their end during disposal of such bills.
- In addition, IFU wise fortnightly bill status report in respect of MPLAD-BEUP in the prescribed manner endorsed by concerned Dy. CMF&A and through Addl. CMF&A should reach at the Office of the undersigned in a regular manner, (copy of report enclosed)
- **During processing of such bill(s); all payments are to be marked as "Payment through DG- MPLAD/BEUP" with red ink at the appropriate portion of the- reverse of the bill so as to enable DG-MPLAD/BEUP to make necessary payments to the payee from his end.**

This order supersedes relevant order/circular issued by the undersigned in this regard in earlier period, if any and will remain in force with immediate effect until further order.

Sd/-  
(D. Dasgupta)  
CMF&A

**CMF&A through Addl. CMF&A**

**MPLAD-BEUP Fortnightly Bill Status Report**

- A. **Name of the IFU :**
- B. **Period : From \_\_\_\_\_ to \_\_\_\_\_**
- C. **Bill Status Report :**

MPLAD Bill(s)		BEUP Bill(s)	
Particulars	Number	Particulars	Number
Opening Balance as on _____		Opening Balance as on _____	
Bill(s) received during the period		Bill(s) received during the period	
Closing Balance as on		Closing Balance as on	

**D. Specific information :**

<b>MPLAD Bill(s)</b>		<b>BEUP Bill(s)</b>	
<b>Particulars</b>	<b>Number</b>	<b>Particulars</b>	<b>Number</b>
Name of the MPs whose bills were received.	1. 2. 3. 4.	Name of the MLAs whose bills were received.	1. 2. 3. 4.
Name of the MPs whose bills have been passed.	1. 2. 3. 4.	Name of the MLAs whose bills have been passed.	1. 2. 3. 4.
Name of the MPs whose bills have not been passed yet.	1. 2. 3. 4.	Name of the MLAs whose bills have not been passed yet.	1. 2. 3. 4.

[If required, additional names may be written below if space as given doesn't permit.]

Mpl. Accountant

Dy. CMF&A

**HEALTH DEPARTMENT**

OFFICE ORDER NO. H/00/064/12-13 DATE : 28.05.2012.

Pursuant to announcement of Hon'ble MMIC (Health & Bustee Development) in course of inaugurating ARV drive for stray dogs at Ward Health Unit - 96 on 17.05.2012 an additional AR V centre for human victims of animal bites under Br.X will get underway at WHU- 96 on and from 1<sup>st</sup> June 2012. Executive Health Officer, Br. X will arrange for procurement of vaccine, logistics and necessary set up at the WHU accordingly. The vaccination programme will be directly supervised by Dr. Anindya Halder, M.O.(C), WHU-96.

For necessary compliance please.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/145/12-13 DATE : 17.07.2012

As per conversation held with the undersigned and Dr. G. P. Sarkhel, Rep. of ARD Department, GoWB on 10.07.2012 in relation to the ABC Programmed on Organ Counting of stray dogs, henceforth, it is ordered that no organ counting will be allowed before proper observation and satisfaction of records by Dr. G. P. Sarkhel, Rep. of ARD Department, GoWB. All the NGOs are requested to submit all the previous organ counting reports before Rep. of ARD Department, GoWB for his satisfaction and approval immediately otherwise all previous counting will not be taken into account which have already been signed by Dr. Utpal Das and Dr. S. Bhattacharjee before. On the strength of the previous counting register, the signature of Rep. of ARD Department, GoWB must be compulsory for initiating further payment. If Rep. of ARD Department, GoWB is not satisfied upon the previous counting registers of the NGOs, the payment will be withheld.

Mr. Ranen Basu, Accountant, is hereby requested to give necessary information to Dr. G. P. Sarkhel, GoWB for further issuance of cheques in this regard.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/219/12-13 DATE : 17.08.2012

For smooth functioning of the works as laid down in F.S.S. Act 2006 and Rules & Regulations made there under all "Food Safety officers" have been posted in each Borough offices has to provide:

1. All F.S.O's have to be provided at least one suitable orderly/bailiff/field worker/MHA to assist indoor and outdoor works of F.S.O.
2. All receiving and dispatches of F.S.O's related with the aforesaid Act will be done through the existing receiving and dispatching system under concern Ex. H.O's office.
3. F.S.O's are to be provided with proper sitting arrangement and almirahs for keeping valuable paper and records under their custody.
4. Arrangements to be made so that all sampling materials, stationery articles, type articles etc. are available to the F.S.O's from their respective borough health offices as per their requisition.

All Ex. H.O are directed to arrange the above noted arrangements to the F.S.O's as an urgent basis.

Sd/-  
C.M.H.O.

NOTIFICATION

MEMO NO. H/00/270/12-13 DATE : 01.09.2013

Pursuant to the decision of KMC authority, it is hereby notified for all concerned that the Birth Certificates with SI. No. 50001 to 100000 and bearing no Registration No., are **invalid and be treated as cancelled.**

A Single Window Cell is now set up in Town Hall for facilitating the issuance of Birth Certificates afresh, in lieu of the above, in appropriate cases.

Holders of unregistered Birth Certificates may contact the Sub Registrar on any day between 03-09-2012 to 08-09-2012 from 11.00 a.m. to 03.00 p.m. at Town Hall along with following relevant documents.

1. Previously issued Birth Certificate bearing no Registration Number.
2. A Certificate from Local Councillor, certifying the approximate age and the name of the street / road where the said street child generally resides.

All other legal formalities which will also required to be followed, will be facilitated by KMC, and the legal cost involved for the purpose of issuance of Birth Certificate as may be incurred through these related procedures to this special category of children will be borne by KMC.

By Order

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/299/12-13 DATE : 11.09.2012

Pursuant to our request, Medical Officers from the West Bengal Health Service have joined KMC to combat the dengue menace. They are to be suitably utilized by the Executive Health Officer



of the Borough, they have been placed at, to combat the ongoing dengue transmission. They will work on Sundays and holidays like our personnel.

For necessary intimation to all concerned and for necessary compliance.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/301/12-13 DATE : 12.09.2012

In order to further strengthen vector control activities in the context of the ongoing episode of dengue in some parts of the city, the following health personnel have been entrusted with specific responsibilities as specified below.

1. Dy. CMHO – Br. XI & XII
2. Dy. CMHO – Br. II & III
3. Dy. CMHO – Br. IX, X & XIII
4. M.O. – Br. VII & VIII

They will scrutinize vector control activities of the assigned Boroughs, check vector control status with the ward MOs and put up reports to the undersigned accordingly. They will also look into the issues concerning repairs of Van Fog machines and Knapsack sprayers in different wards and will intimate to the Special Officer (Health) at once for redress.

This arrangement will continue until further orders.

This order issues under approval of Hon'ble MMIC (Health & Bustee Development).

For strict compliance please.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/303/12-13 DATE : 13.09.2012

Re : Arrangement of Civic Services by HHWs & FTS of 3 Health Projects during Holidays & Sundays w.e.f. 09.09.2012.

Deployment of all the H.H.Ws (Honorary Health Workers) and F.T.Ss (First Tire Supervisors) of the 3 Health Projects viz C.U.D.P.- III, C.S.I.P.(H) & IPP-VIII, during Holidays & Sundays w.e.f. 09.09.2012, till further orders as per approval of the Municipal Commissioner dt. 11.09.2012 has been made.

The H.H.Ws and F.T.Ss are to report to their concerned Medical Officers of W.H.U.s where they are posted during Sundays & Holidays w.e.f. 09.09.2012 till further orders from 8.00 a.m. to 2.00 p.m.

For strict compliance.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/307/12-13 DATE : 17.09.2012

Pursuant to the approval of Mpl. Commissioner dated 14.09.2012 the Birth & Death Certificates of newly included area of erstwhile Joka –I & Joka – II Panchayat will henceforth be issued from following Executive Health Officers of KMC with immediate effect.

Joka – I Borough Health Office, Br. – XIII,

2, Raja Ram Mohan Roy Road, Kolkata – 8

Joka – II Borough Health Office, Br. – XIV

516, D.H. Road, Kolkata – 34

All concerned to act accordingly.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/309/12-13 DATE : 17.09.2012

Haj pilgrims and their relatives are assembling at Haj House, en route, Kolkata Airport for their journey.

Hence, an ambulance is to be kept placed at Haj House for requirement, if any, by the Haj pilgrims and / or their relatives, if falling sick.

This ambulance will be placed from one stationed at Champamoni Maternity Home from 8 a.m. to 5 p.m. It will be placed back to Champamoni Maternity Home, after 5.00 p.m.. If during 8.00 a.m. to 5.00 p.m. ambulance is required by Champamoni Maternity Home, ambulance will be sent over from Amb. (HQ).

Ex. H.O. Br. VII will ensure primary medical care services to the Haj pilgrims and / or their relatives from ward no. 64 which is located very close to the Haj House.

All concerned are requested to comply with this order strictly and make necessary arrangement accordingly. This arrangement will continue until further order.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/326/12-13 DATE : 22.09.2012

In the context of rising trend of Pf malaria cases in some wards of the KMC and containment measures thereof, Executive Health Officers are directed to undertake Active / Contact Surveillance of Pf positive cases immediately by the use of RDK wherever such positivity is found to be more than 5%. Accordingly, a ready stock of RDK is to be made available in Malaria Clinics.

Weekly reports from Malaria Clinics will thus have to reflect number of RDK used for the purpose stated.

For immediate compliance please.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/330/12-13 DATE : 24.09.2012

In the context of rising trend of malaria in some wards under Br. IV, V and VI following measures are to be undertaken immediately :

1. Wardwise, roadwise analysis of cases with line list.
2. Reporting on weekly trend of cases with location.

3. Active / Contact surveillance of cases – no. of visits of households and no. of blood slides drawn / RDK used.
4. Reporting on treatment compliance of Pf cases.
5. Collection of report of malaria cases from Private sector.
6. Executive Health Officer to monitor vulnerable wards of the borough and report.
7. Executive Health Officer to sit with his counterpart of relevant departments daily in the evening to review situation of vector-borne diseases of the borough.
8. Ward Medical Officer to sit with staff under him daily to review situation of vector-borne diseases of the ward.

Special emphasis is to be given on Vector Control work from Br. II to Br. IX and report to be put up as follows :

1. Wardwise, roadwise, boroughwise vector control activities.
2. Rising / falling trend of Container Index.

This order issues pursuant to the directive of Municipal Commissioner in a meeting chaired by Hon'ble MMIC (Health & Bustee Development) on 22.09.12.

For necessary compliance please.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/411/12-13 DATE : 13.12.2012

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 Establishment including Ward Health Units, Dispensaries, Chest Clinics and DOT Centers and supply of materials and consumables for proper management of the bio-medical waste.

By Office Order No. H/00/134/11-12 dated 01.09.2011 M/s. Semb Ramky 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.

M/s. Semb Ramky 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 2012-13. 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/-  
C.M.H.O.

**Borough wise Supply of Bio-Medical Waste Management Material for 2012-13**

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 Home			750	750	2	2	2
Charnpamoni Maternity Home			750	750	2	2	2
Khidderpore Maternity Home			1250	1250	2	2	2
Garden Reach Maternity Home			1250	1250	2	2	2
<b>Total</b>	<b>10000</b>	<b>10000</b>	<b>5000</b>	<b>5000</b>	<b>200</b>	<b>40</b>	<b>200</b>

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/442/12-13 DATE : 01.01.2013

In order to run the “Scheme for Birth Control and Immunization of Stray Dogs” of AWBI at Dhapa Dog Pound of the Kolkata Municipal Corporation, AWBI’s guidelines and standardized procedures to be followed in implementing the ABC programme smoothly, Consultant Vet. Surgeon, Health Department, KMC will perform his duty as In-Charge of Dhapa Dog Pound and all other personnel attached to it will work under the instruction, guidance and supervision of Consultant Vet. Surgeon, Health Department, KMC.

Co-ordinator, Dhapa Dog Pound, will be held responsible as Dog Food Manager & upheld Records on a daily basis with all the data filled in completely and also will work under the instruction & guidance of Consultant Vet. Surgeon, Health Department, KMC.

In addition to clinical records that detail out the progress of dogs through the ABC programme, all essential registers should be maintained by Co-ordinator, Dhapa Dog Pound, in a suitable transparent and traceable system under guidance of Consultant Vet. Surgeon, Health Department, KMC according to the highest standards of accounting ethics & protocols.

All staffs are directed to attend the Dog Pound from 10.30 a.m. and stay upto 5 p.m. for the General shift duty and staffs who are engaged for shifting duty, will attend 6 a.m. to 2 p.m., 2 p.m. to 10 p.m. & 10 p.m. to 6 a.m. (rotationally), positively.

This order will be in vogue with immediate effect.

All concerned are requested to kindly take necessary action accordingly.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/443/12-13 DATE : 02.01.2013

Duties and responsibilities of a Ward Medical Officer, Health Supervisor, Borough Vector Control In-charge, Borough Rapid Action Team and Ward Vector Control In-charge, as fixed up by the Health Authorities for better implementation of the KMC- sponsored vector-borne disease control programme in each and every ward of KMC in the days to come, are attached herewith. Executive Health Officers of all boroughs are hereby directed to circulate these among all concerned and submit to the undersigned receipts of acknowledgements from them in a week's time. Other categories of staff will also get to know their duties and responsibilities with regard to prevention and control of mosquito-borne diseases soon.

Sd/-  
(Dr. T. K. Mukherjee)  
C.M.H.O.

**DUTIES AND RESPONSIBILITIES OF A WARD MEDICAL OFFICER WITH REGARD  
TO PREVENTION AND CONTROL OF MOSQUITO-BORNE DISEASES IN KMC AREA  
(No. of Ward MOs : 145)**

- Besides performing other normal duties, he will do the following job :
  1. His duty hours will be from 8 am to 2 pm.
  2. He will ensure attendance of all staff of the WHU from 8 am to 2 pm.
  3. He will monitor day-to-day activities of malaria clinic.
  4. He will examine fever cases daily and help them get their blood tested at the KMC-run clinics for malaria or dengue and platelet count and refer them to a nearby Hospital, if required.
  5. He will ensure that reports of blood tests for dengue NS 1 antigen, dengue IgM antibody and platelet count are sent to people in time.
  6. He will collect detailed information about patients of malaria and dengue lying admitted in Hospitals or Nursing Homes located in the ward and send the report to IDSP and ask the Ward VCI to take vector control measures within 24 hours.
  7. He will organise active surveillance soon after he comes across any report concerning the occurrence of a clustering of fever cases or Pf cases in his ward and send report to the Borough Executive Health Officer.
  8. He will keep in touch with all the local Practising Physicians and collect information about patients of vector-borne diseases undergoing treatment under them and accordingly ask the Ward Vector Control In-charge (VCI) to take vector control measures on an urgent basis.
  9. He will ensure that all IEC activities planned by the higher authorities are done properly in his ward.
  10. He will guide the Ward VCI in pinpointing priority areas for prompt vector control activities.
  11. He will guide the Ward VCI prepare a road map for vector control activities in the ward and submit it to the Ward Councillor and ensure that the field activities conform to the map.
  12. He will sit with Laboratory Technician and Ward VCI everyday at 1.30 pm and review activities.
  13. He will meet the Ward Councillor once a week together with the Ward VCI and apprise him of the vector control activities in the ward.

14. He will hold a weekly interdepartmental meeting involving the personnel of Solid Waste Management, Building, Water Supply and Drainage departments together with the Ward VCI.
15. He will ensure that larvicidal spray in canal using rowing-boats as transport is going smoothly.
16. He will cause to issue notices under Section 496 of the KMC Act, 1980, and file cases in the Municipal Court against the erring house owners to prevent mosquito breeding.
17. He will do any other job as and when asked by the higher authorities.

Sd/-  
C.M.H.O.

**DUTIES AND RESPONSIBILITIES OF A HEALTH SUPERVISOR WITH REGARD  
TO PREVENTION AND CONTROL OF MOSQUITO-BORNE DISEASES IN KMC AREA  
(No. of borough Health Supervisors : 19)**

- Besides doing his normal duties, he will do the following job :
  1. His duty hours will be from 10.30 am to 5 pm.
  2. He will prepare annual requisition for insecticides and equipment with the assistance of the Borough Vector Control In-charge under the guidance of the Br Ex HO.
  3. He will check larvicidal efficacies of Temephos and Bti toxins in field as and when required in consultation with the concerned Consultant Entomologist.
  4. He will guide the Br VCI in preparing list of areas/roads for intensification of vector control activities.
  5. He will check mosquito breeding sites in different wards of the borough together with Br VCI thrice a week and report to Borough Executive Health Officer.
  6. He will arrange for collection of IEC materials from the Headquarters of KMC or any other office as and when required.
  7. He will arrange for procurement of insecticides and equipment from the Supply Department.
  8. He will check and sign the work register of Rapid Action Team after the completion of the day's work.
  9. He will cross-check vector control activities in one ward per day and share his observations with the Br Ex HO and Br VCI.
  10. He will assist ward MOs in filing cases against errant people to prevent mosquito breeding in and around human-dwellings.
  11. He will arrange for distribution of leaflets and other IEC materials among the people in different wards of his borough with the help of Br VCI.

Sd/-  
C.M.H.O.

**DUTIES AND RESPONSIBILITIES OF A BOROUGH VECTOR CONTROL IN-CHARGE  
WITH REGARD TO PREVENTION AND CONTROL OF MOSQUITO-BORNE DISEASES  
IN KMC AREA (No. of Borough VCIs: 15)**

- He will accomplish exclusively the following vector control-related tasks :
  1. His duty hours will be from 10.30 am to 5 pm.
  2. He will visit one ward everyday to inspect the activities of Field Workers.
  3. He will prepare a chart of day-to-day activities of the Rapid Action Team at his disposal under the guidance of the concerned Consultant Entomologist.
  4. He will directly oversee the activities of the Rapid Action Team posted at his borough and sign the work register on a daily basis.

5. He will ensure that day-to-day performance of the Rapid Action Team is recorded in a Register as per the format prepared by the Consultant Entomologists.
6. He will help Consultant Entomologist in conducting vector surveillance in different wards of his borough.
7. He will keep in constant touch with the Consultant Entomologist and ensure that all vector control-related suggestions given to him by the Entomologist are properly implemented in different wards of the borough.
8. He will mobilise the Borough Rapid Action Team to places soon after the receipt of any report concerning outbreak of any mosquito-borne disease.
9. He will ensure that larvicidal spray using rowing-boats as transport is smoothly running in canals in the area of his supervision.
10. He will directly look after the repairs of Van Fog machines and Knapsack Sprayers done by the concerned machine repairer of his borough.
11. He will strictly regulate the movement of the hired vehicle allotted for the movement of the Rapid Action Team.
12. He will help Health Supervisor in preparing annual requisition of insecticides and equipment for the borough.
13. He will meet the Borough Executive Health Officer every day, listen to his instructions relating to vector control, if any, and apprise him of vector control activities in different wards of the borough.
14. He will do any other job as and when asked by the higher authorities.

Sd/-  
C.M.H.O.

**DUTIES AND RESPONSIBILITIES OF A BOROUGH RAPID ACTION TEAM WITH REGARD TO PREVENTION AND CONTROL OF MOSQUITO-BORNE DISEASES IN KMC AREA (No. of Borough Rapid Action Team is 15 comprising a total of 90 FWs)**

1. Duty hours of a Borough Rapid Action Team will be from 10.30. am to 5 pm.
2. The team will work under the direct control of the Borough Vector Control In-charge.
3. The team will visit one ward every day from 11 am to 1.30 pm and conduct larval survey in and around human-dwellings at random to evaluate vector control activities in the ward.
4. After returning to office from the ward, the Team will record the findings of its field inspection in a register as per the format provided by the Vector Control Department.
5. In case any incidence of dengue or falciparum occurs in a ward of the respective borough, the team will move to the area at once and undertake need-based vector control measures, including vector surveillance, together with the concerned vector control staff of the Ward Health Unit.
6. The team will report its observation to the Borough Vector Control In-charge every day.
7. The team will take training from the concerned Consultant Entomologist thrice in a year on vector control.
8. The team will do any other job as and when asked by the higher authorities.

Sd/-  
C.M.H.O.

**DUTIES AND RESPONSIBILITIES OF A WARD VECTOR CONTROL IN-CHARGE WITH REGARD TO PREVENTION AND CONTROL OF MOSQUITO-BORNE DISEASES IN KMC AREA (No. of Ward VCLs : 144)**

1. His duty hours will be from 8am to 2 pm.
2. He will work as the in-charge of all vector control activities in the ward.
3. He will collect information from the patient's register of malaria clinic on a daily basis and select priority areas in the ward for vector control.

4. He will work under the guidance of the Br VCI.
5. He will arrange for prompt repairing of van fog machines and knapsack sprayers in consultation with the Br VCI.
6. He will maintain ready stock of insecticides and equipment round the year.
7. He will apprise the ward MO of the vector control activities done in the ward on a daily basis.
8. He will look after IEC activities in the ward.
9. He will meet the Ward Councillor twice a week together with the Ward MO to apprise him of the weekly programme of vector control activities, besides noting down his instructions/suggestions, if any, for betterment of vector control activities in the ward.
10. He will ensure that work diaries of FWs are signed by ward Councillor or his representative on a daily basis.
11. He will help the Consultant Entomologist and the Central Rapid Action Team in monitoring vector control activities in the ward.
12. He will assist the concerned Consultant Entomologist in conducting vector surveillance, including calculation of larval indices of vector mosquitoes.
13. He will do other miscellaneous duty as and when asked by the Br VCI and the concerned Consultant Entomologist.
14. He will inspect canals in the ward thrice a week to ensure that larvicidal spray using rowing boats as transport is going quite smoothly in them.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/528/12-13 DATE : 01.03.2013

It is again reiterated that the staff under SUDA Projects overseen by the KMC will record their attendance at the Ward Health Unit of the ward they are placed at.

It is further intimated that the staff under SUDA Projects will be engaged in KMC work from 8 a.m. to 11 a.m. and those of SUDA Projects from 11 a.m. to 2 p.m.

Medical Officers of WHUs will please ensure arrival and departure of SUDA Project staff accordingly. Any deviation from this schedule will have to be reported and same will be strictly viewed, which may be taken note of and intimated to all concerned.

For urgent compliance please.

Sd/-  
C.M.H.O.

OFFICE ORDER NO. H/00/539/12-13 DATE : 14.03.2013

In order to run the Birth & Death Certificate Section systematically, henceforth, fees of Birth & Death Certificates will be deposited in the Cash Counter with the written permission of the concerned Sub Registrars Dr. Soumen Guchhait and Dr. S. Mukherjee respectively.

The cash / fees will not be accepted without the permission of the said Sub Registrars.

All the staff of the concerned section is hereby requested to comply with the order immediately.

Sd/-  
Special Officer (Health) &  
In Charge of Birth & Death Certificate Section



OFFICE ORDER NO. H/00/541/12-13 DATE : 15.03.2013

1<sup>st</sup> Class Magistrate Court's Order which is being issued from various Courts in Kolkata for getting Birth and / or Death delayed Registration done from KMC, Health Department, may be cross checked from the concerned courts, if felt necessary.

For necessary compliance please.

Sd/-  
Special Officer (Health) &  
In Charge of Birth & Death Certificate Section

**MUNICIPAL SECRETARY'S DEPARTMENT**

MUNICIPAL SECRETARY'S CIRCULAR NO. 01 OF 2012-13 DATE : 02.04.2012

In pursuance of Section 11 of the Kolkata Municipal Corporation Act, 1980 read with Rule 12 and Rule 13 of the Conduct of Business of the Borough Committee Regulation, 1987, the first meeting of all the fifteen Boroughs, wherein the Chairperson will be elected, is needed to be held in April, 2012 for the financial year 2012-13.

As per approval of Hon'ble Mayor dated 30.03.2012 the following Hon'ble MMIC are requested to kindly chair the first meeting of the concerned Borough, noted against each of their name, on the schedule date.

All such meetings may be convened at 2-00 P.M. on the schedule date.

The detailed picture is given hereunder :

Sl. No.	No. of Borough	Name of the Hon'ble MMIC to chair the first meeting	Date of Meeting
1.	I	Dr. Shashi Panja, MMIC (Education)	21-04-2012
2.	II	Sri Debasish Kumar, MMIC (P&G, Sports, Market)	09-04-2012
3.	III	Sri Debasish Kumar, MMIC (P&G, Sports, Market)	13-04-2012
4.	IV	Sri Rajib Deb, MMIC (S&D, Parking)	10-04-2012
5.	V	Dr. Shashi Panja, MMIC (Education)	12-04-2012
6.	VI	Sri Atin Ghosh, MMIC (Health, Bustee)	11-04-2012
7.	VII	Sri Rajib Deb, MMIC (S&D, Parking)	16-04-2012
8.	VIII	Shamsuzzaman Ansari, MMIC (I & P.R.)	19-04-2012
9.	IX	Sri Atin Ghosh, MMIC (Health, Bustee)	17-04-2012
10.	X	Manzar Iqbal, MMIC (Lighting)	27-04-2012
11.	XI	Sri Debabrata Majumder, MMIC (SWM, A.c.)	18-04-2012
12.	XII	Sri Tarak Singh, MMIC (IUM, EWS, Printing)	23-04-2012
13.	XIII	Smt. Sanchita Mondal, MMIC (Environment)	25-04-2012
14.	XIV	Sri Partha Pratim Hazari, MMIC (P.F.A.)	24-04-2012
15.	XV	Sri Tarak Singh, MMIC (IUM, EWS, Printing)	26-04-2012

The concerned Executive Engineers, In-Charge of the respective Boroughs, are requested to co-ordinate the matter with all the Councillors of his Borough and is also requested to inform the Hon'ble MMIC to chair the said meeting as detailed above.

On completion of the process of election the minutes of the said meeting shall be forwarded to the undersigned within 3 (three) days of the completion of such meeting.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 3 OF 2012-13 DATE : 05.04.2012

In partial modification of Municipal Secretary's Circular No. 1 dated 2<sup>nd</sup> April, 2012 it is hereby notified that Sri Debabrata Majumder, MMIC (SWM, A. C.) will chair the meeting for election of Chairperson of Borough-V on 12.04.2012.

This has reference to verbal consent of Hon'ble Mayor, KMC given on 05.04.2012 and approval of Municipal Commissioner dated 05.04.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 03 OF 2012-13 DATE : 13.04.2012

In partial modification of the schedule of Borough Committee Elections, communicated through Circular No. 01 of 2012-13, I am directed to prepone the date of Election of Borough Committee-IX, from 17.04.2013 to 16.04.2012, to be chaired by Shri Atin Ghosh, MMIC (Health).

All other conditions will remain same.

This has consent of Hon'ble Mayor, KMC dtd. 13.04.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 04 OF 2012-13 DATE : 18.04.2012

In partial modification of the schedule of Borough Committee Elections, communicated through Municipal Secretary's Circular No. 1 of 2012-13, I am directed to prepone the time of election of Borough Committee-VIII, to be chaired by Shri Shamsuzzaman Ansari, MMIC (I & P R) be held on 19.04.2012 from 2.00 P.M. to **12.00 Noon**.

All other conditions will remain same.

This has consent of Hon'ble Mayor, KMC dtd. 18.04.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 07 OF 2012-13 DATE : 08.05.2012

In pursuance of the order of the competent authority of this Corporation, M/s Binod Kumar Anil Kumar, Manufacturers and Stockists of Iron & Steel Materials and General Order Suppliers, 49 Nalini Sett Road, Kolkata 700 007 are 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 in connection with the concerned tenders by the Supply Department of this Corporation for supply of Mild Steel Articles and Angles 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) and the validity of the instrument be got extended by the concerned bank directly, while dues payable to the firm for the supplies made and works already executed by it may be cleared by the concerned department(s); however, 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 in writing all the Heads of Departments/Executive Engineers under their control the blacklisting of the above-mentioned firm as above for three years for the information of and necessary action by the HODs/ such officers and all other concerned officers and other employees accordingly.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 09 OF 2012-2013 DATE : 23.05.2012

Sub : SUPPLY & FIXATION OF KHAS KHAS CURTAINS AND BAMBOO CHICKS WITH BLUE CLOTH COVER.

All concerns are hereby informed that the following contractor firm has been entrusted with the work of supply and fixation of khas khas curtain @ Rs.33/- (Rupees Thirty Three only) per Sq. Ft. and Bamboo chicks with blue cloth cover @ Rs.29/- (Rupees Twenty Nine only) per Sq. Ft.

M/s, West Bengal khas khas Co.  
Contact Person: Mr. S. Middy,  
B/4/H/2, Md. Siddique Lane (2<sup>nd</sup> floor),  
Kolkata-700 016,  
Mobile No.9830883898

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 individual/ 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 Caretaker of the C.M.O Buildings for verification.

This issues with the approval of the Mpl. Commissioner accorded on 22.05.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 10 OF 2012-13 DATE : 19.07.2012

It has come to the notice of the authority that the facilities of Printing Press are not being used optimally by the C. O.s / H.O.D.s of different departments of the KMC. The Municipal Commissioner, in his order dated 12.07.12 directed that the C.O.s/ H.O.D.s of different department of the KMC will approach the Printing Press for their Printing Jobs before negotiating such works with outside agencies/ Press. It is therefore requested that the C.O.s/ H.O.D.s will approach the Superintendent of Printing Department for their all Printing works i.e. Forms, Registers etc. except 4 colour printing works and pre-printed stationery papers for the use of computer.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 11 OF 2012-13 DATE : 19.07.2012

The Muslim Employees of the Kolkata Municipal Corporation who observe “**Fasting**” during the month of “**RAMJAN**”, may be allowed to leave office on and from 21.07.2012 (or w.e.f the

date that may be decided by the concerned clerics/publicized news items by leading Newspaper in case of any change) to the last day of “RAMJAN” one hour earlier than usual office hours excepting Saturday and half holidays (usual office hours upto 2-30 P.M.).

Prior permission for such early departure should, however, be taken from Heads of the Departments and Offices, submitting written applications and kept in the relevant files/personal files by the concerned HODs/Competent Authorities.

This issues with the approval dated 19-07-2012 of Hon’ble Mayor.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY’S CIRCULAR NO. 12 OF 2012-13 DATE : 25.07.2012

Sub : Temporary arrangement for functioning of Borough Committee-XII.

In view of sudden illness of Chairperson of Borough-XII, it is hereby communicated to all concern that the Chairman of Borough-XI will discharge the duties of the Chairperson of Borough-XII, like day to day functioning and disposal of files, till Chairperson of Borough-XII resumes her office.

This circular is issued with the concurrence of Municipal Commissioner dated 25.07.2012 and approval of Hon’ble Mayor dated 25.07.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY’S CIRCULAR NO. 13 OF 2012-13 DATE : 01.09.2012

Sub : Holding of Mayor-In-Council meeting on every Friday of the week at 2-00 P.M.

It has been decided by the K.M.C. authority to hold the Mayor-In-Council meeting on every Friday of the week on a regular basis.

In this connection all Controlling Officers are requested to send their agenda notes to the Meeting Records Section of the undersigned by 1-00 P.M. of every Thursday of the week, failing which the said agenda may not be placed in the next day’s meeting, unless it is expressly allowed by the Municipal Commissioner

This circular is being issued with the approval of the Municipal Commissioner dated 01.09.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY’S CIRCULAR NO. 14 OF 2012-13 DATE : 25.09.2012

All casual/contractual workers working under different private agencies in all the departments of the KMC will be paid festival ex-gratia @ Rs 500 (Rupees Five Hundred only) per such casual/contractual worker for the year 2012. The manpower supply agencies will claim the amounts by way of bills from the KMC soon after payment to the concerned workers including relievers who have worked by turn regularly on weekly off-days and three national holidays of the other workers during the concerned period and if are thereby constituting 18.12% of sanctioned strength and eligible for festival ex-gratia.

Such payments need to be completed by the agencies before the festival occasions of the workers but not later than Friday, 05<sup>th</sup> October, 2012.

This circular issues with the approval of the MIC Vide item no M 42.6 of its meeting held on 18/09/2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 17 OF 2012-13 DATE : 29.09.2012

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 30.09.2012 to 14.10.2012 like previous year, may be allowed to attend office at 11:30 A.M (without any grace period) instead of 10:30 AM 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 NO. 19 OF 2012-13 DATE : 17.10.2012

In pursuance of the Notification No.8015-F(P), dt. 12.10.2012 of the O.S.D and E.O Joint Secretary, Finance Department of Government of West Bengal declaring 26th October, 2012 as a public holiday in connection with the ensuing Durga Puja festival, the same date is hereby declared a Public holiday for the Kolkata Municipal Corporation and as such its Offices and the schools, excepting essential services, shall remain closed on 26<sup>th</sup> October, 2012.

This issues with the approval of the Hon'ble Mayor, dt.17.10.2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 20 OF 2012-13 DATE : 10.11.2012

It has been decided by the KMC authority that all workers working under Urban Employment Scheme as on the date of issuance of this circular in all the departments of the KMC will be paid festival ex-gratia @ Rs.1,000/- (Rupees One thousand) only for the year 2012.

All controlling officers are requested to draw the bill and submit it to the F&A Deptt. immediately. It may be mentioned that payment will be made following the same system which is followed in case of monthly payment i.e. payment will be made through Bank Account of the workers.

This may be treated as most urgent and action may be taken by all concerned immediately. The circular is issued with the approval of the Hon'ble Mayor dated 09/11/2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 21 OF 2012-13 DATE : 14.11.2012

In pursuance of the Notification No. 9233-F(P) Dt 14<sup>th</sup> November, 2012 of the Finance Dept of the Govt of WB declaring 19<sup>th</sup> November, 2012 as a **SECTIONAL HOLIDAY** on account of **CHHAT PUJA**, the date of 19<sup>th</sup> November, 2012 is also hereby declared as a **SECTIONAL HOLIDAY** for such KMC Non-Bengalee employees who actually perform this Puja traditionally.

This circular issues with the concurrence dt 14<sup>th</sup> November, 2012 of the Municipal Commissioner and the concurrence dt. 14<sup>th</sup> November, 2012 of the Hon'ble Mayor.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 23 OF 2012-13 DATE : 10.12.2012

7 (seven) Casual Leave days during each of the half-years, viz, January of a calendar year to June of the calendar year *and* July of a calendar year to December of the calendar year are to be allowed to contractual employees/workers (engaged directly or through agencies working in the KMC, on proportionate basis if a worker joined the work later than the period of commencement of the six-month period), with the condition that the same would not be accumulated or carried over beyond the concerned period of 6 (six) months, vide the MIC Item No. M 39.7 dated 14<sup>th</sup> August, 2012.

All the concerned Controlling Officers and the concerned Heads of the Departments are to maintain leave registers by the officers signing monthly wages bills of contractual employees/workers in the following manner to ensure that any leave taken by any such contractual employee is duly recorded while such leave is to be availed by the concerned contractual employees/workers normally by sufficient prior intimation in writing, and post-facto sanction of such leave is to be accorded only in exceptional cases.

The Heads of the Departments will make the concerned officers, who sign the wage bills/contractors' bills for such employees, responsible to oversee the same and periodic checks are to be exercised by the Heads of the Departments.

Names of the Office and of the Department .....

Sl. No.	Name of the Employee	KMC-engaged direct <i>OR</i> Agency-engaged (with the name of the organization)	Specific Dates on which Casual Leave availed during the six-month period from ..... to .....						
			1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	

This issues with the approval of the Hon'ble Mayor accorded on 21<sup>st</sup> November, 2012 and that of the Municipal Commissioner accorded on 17<sup>th</sup> November, 2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 25 OF 2012-13 DATE : 28.12.2012

The Holidays and Sectional Holidays to be observed in the offices of the Kolkata Municipal Corporation during the year 2013 :

**A. List of Holidays under the N I Act, 1881 and those other than the Sectional Holidays :**

Month	Date	Day	Occasion
January	12 <sup>th</sup>	Saturday	Birthday of Swami Vivekananda
January	23 <sup>rd</sup>	Wednesday	Netaji's Birthday
January	25 <sup>th</sup>	Friday	Fateh Duaz Daham
January	26 <sup>th</sup>	Saturday	Republic Day
February	15 <sup>th</sup>	Friday	Shree Panchami
March	27 <sup>th</sup>	Wednesday	Dol Yatra
March	29 <sup>th</sup>	Friday	Good Friday
April	15 <sup>th</sup>	Monday	Bengali New Year's Day
May	01 <sup>st</sup>	Wednesday	MayDay
May	09 <sup>th</sup>	Thursday	Birthday of Rabindranath Tagore
August	09 <sup>th</sup>	Friday	Id-UI-Fitre
August	15 <sup>th</sup>	Thursday	Independence Day
August	28 <sup>th</sup>	Wednesday	Janmastami
October	02 <sup>nd</sup>	Wednesday	Gandhiji's Birthday
October	04 <sup>th</sup>	Friday	Mahalaya
October	11 <sup>th</sup>	Friday	Durga Puja Mahasaptami
October	12 <sup>th</sup>	Saturday	Durga Puja Mahashtami
October	14 <sup>th</sup>	Monday	Durga Puja Mahadashami
October	15 <sup>th</sup>	Tuesday	Durga Puja Ekadashi
October	16 <sup>th</sup>	Wednesday	Id-Uz-Zoha
October	17 <sup>th</sup>	Thursday	Durga Puja Trayadashi
October	18 <sup>th</sup>	Friday	Lakshmi Puja
November	02 <sup>nd</sup>	Saturday	Kali Puja
November	05 <sup>th</sup>	Tuesday	Bhatridwitiya
November	14 <sup>th</sup>	Thursday	Muharram
December	25 <sup>th</sup>	Wednesday	Christmas

**Note : The festivals/occasions falling on Sundays which are Public Holidays under the N. I. Act, 1881 are excluded from the above list.**

**B. List of Sectional Holidays :**

March	30 <sup>th</sup>	Saturday	Easter Saturday (for Christians only)
April	23 <sup>rd</sup>	Tuesday	Mahabir Jayanti (for Jains only)
May	25 <sup>th</sup>	Saturday	Buddha Purnima (for Buddhists only)
June	25 <sup>th</sup>	Tuesday	Sab-e-Barat (for Muslims only)

November	08 <sup>th</sup>	Friday	Chhath Puja (for those non-Bengalee employees who perform it traditionally)
To be Notified Later			Karam Puja

**GENERAL INSTRUCTIONS TO BE FOLLOWED IN ALL TYPES OF HOLIDAYS INCLUDING HOLIDAYS FOR THE MUSLIMS FESTIVALS**

1. No substitute holiday should be allowed if any of the festival-holidays initially notified subsequently happens to fall on a weekly off or any other non-working day or in the event of more than one festival falling on the same day.
2. If there is any change in the date of Id-UI-Fitre, Id-UI-Zoha, Muharram, Fateh Duaz-Dham, Sab-e- Barat depending upon the sighting of the Moon, holiday will be declared by a separate order for the date on which the festival would be actually observed in lieu of the date originally notified as holiday for this festival.
3. It may happen that the changes of dates of the above occasions will have to be notified at a very short notice.
4. This circular is being issued with the approval of the Hon'ble Mayor on 28<sup>th</sup> December, 2012 and of the Municipal Commissioner on 28<sup>th</sup> December, 2012.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 26 OF 2012-13 DATE : 31.12.2012

The content of Municipal Secretary's Circular No. 38 of 2011-12 dt. 9<sup>th</sup> February, 2012 is hereby revised as under, and the said circular is now of such fully replaced by this Circular in pursuance of the Circular no. 630/Stat/2RW/32/94/LCS/JLC dt. 09.07.2012 & 658/Stat/2RW/76/266/2000/ LCS/JLC dt. 12.07.2012 issued by Jt. Labour Commissioner, Department of Labour, Government of West Bengal for minimum wages for Field workers, Security Personnel, Mazdoor, Health Workers, Security Gunmen and Lift Operators etc the following wages have WITH EFFECT FROM 1<sup>st</sup> July, 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.)	Skilled Category (Armed Security Guard/ Computer Operator & such other Category) (Rs)	Semi Skilled (Field Worker, Lift Operator, Security Supervisor (Unarmed) & such other Category) (Rs.)	Unskilled Category (Security Guard without Arms, Mali, Mazdoor, Sweeper & such other Category) (Rs.)
Basic Wages pm	9531.00	7180.00	6528.00	5934.00	5394.00
ESI 4.75%	452.72	341.05	310.08	281.87	256.22
EPF 12%	1143.72	561.60	783.36	712.08	647.28
EDLI 0.50%	47.66	35.90	32.64	29.67	26.97
Admn Charge 1.11%	105.79	79.70	72.46	65.87	59.87
Total (A)	11280.89	8498.25	7726.54	7023.48	6384.34



Weekly Off Days & National Holidays 17.63% on (A)	1988.82	1498.24	1362.18	1238.23	1125.55
Total (B)	13269.71	9996.49	9088.73	8261.72	7509.90
Total Agency Charge 10%	1326.97	999.65	908.87	826.17	750.99
Total (C)	14596.68	10996.14	9997.60	9087.89	8260.89
Service Tax 12.36%	1804.15	1359.12	1235.70	1123.26	1021.05
Grand Total	16400.83	12355.26	11233.31	10211.16	9281.93

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 31/12/2012 and that of the Hon'ble Mayor on 31/12/2012. 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.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 27 OF 2012-13 DATE : 21.01.2013

In view of the sad demise of Shri Kamal Kumar Basu, Hon'ble Ex-Mayor, of Kolkata on 21/01/2013, the Corporation expresses 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 21/01/2013, that is from 2.00 P.M.

This issues with the approval of the Hon'ble Mayor.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 28 OF 2012-13 DATE : 30.01.2013

Sri Swapan Samaddar, Councillor, Ward No. 30, Smt. Mitali Banerjee, Councillor, Ward No. 99, & Sri Sushanta Kumar Ghosh, Councillor, Ward No. 107, have taken Oath as respective Member, Mayor-in-Council today.i.e.30<sup>th</sup> January, 2013.

This is for kind information of all concern.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 30 OF 2012-13 DATE : 01.02.2013

In view of the sad demise of Mihir Kumar Saha, Councillor of Ward No. 24 of Kolkata Municipal Corporation on 31/01/2013, the Corporation expresses 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 day on 01<sup>st</sup> February, 2013.

This issue with the approval of the Hon'ble Mayor.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 34 OF 2012-13 DATE : 30.03.2013

In pursuance of Section 11 of the Kolkata Municipal Corporation Act, 1980 read with Rule 12 and Rule 13 of the Conduct of Business of the Borough Committee Regulation, 1987, the first meeting of all the fifteen Boroughs, wherein the Chairperson will be elected, is needed to be held in April, 2013 for the financial year 2013-14.

As per approval of Hon'ble Mayor dated 28/03/2013 the following Hon'ble MMICs are requested to kindly chair the first meeting of the concerned Borough, noted against each of their name, on the schedule date.

All such meetings may be convened at 2-00 P.M. on the schedule date.

The detailed picture is given hereunder :

<b>Sl. No.</b>	<b>No. of the Borough</b>	<b>Name of the Hon'ble MMIC to chair the first meeting</b>	<b>Date of meeting</b>
1.	I	Shamsuzzaman Ansari, MMIC (EWS, I&PR, Printing, IUM, Tubewell)	10/04/2013
2.	II	Sri Swapan Samaddar, MMIC (Bustee Development)	11/04/2013
3.	III	Sri Atin Ghosh, MMIC (Health & Engineering)	17/04/2013
4.	IV	Sri Tarak Singh, MMIC (Market)	19/04/2013
5.	V	Sri Sushanta Kr. Ghosh, MMIC (Roads)	16/04/2013
6.	VI	Sri Debabrata Majumder, MMIC (SWM)	20/04/2013
7.	VII	Sri Debasish Kumar, MMIC (P&G, Sports, Advt.)	29/04/2013
8.	VIII	Smt. Sanchita Mondal, MMIC (Environment & Welfare Services)	24/04/2013
9.	IX	Manzar Iqbal, MMIC (Lighting & Electricity)	18/04/2013
10.	X	Sri Atin Ghosh, MMIC (Health & Engineering)	13/04/2013
11.	XI	Sri Debashish Kumar, MMIC ( P&G, Sports, Advt.)	12/04/2013
12.	XII	Sri Debabrata Majumder, MMIC (SWM)	09/04/2013
13.	XIII	Dr. Partha Pratim Hazari, MMIC (PFA)	16/04/2013
14.	XIV	Smt. Mitali Banerjee, MMIC (Education)	17/04/2013
15.	XV	Sri. Sushanta Kr. Ghosh, MMIC (Roads)	18/04/2013

The concerned Executive Engineers, In-Charge of the respective Boroughs, are requested to co-ordinate the matter with the Chairperson, and all the Councillors of his Borough and is also requested to inform the Hon'ble MMIC to chair the said meeting as detailed above.

A copy of the notice of the meeting be invariably marked to the undersigned. On completion of the process of election the minutes of the said meeting shall be forwarded to the undersigned within 3 (three) days of the completion of such meeting.

Sd/-  
Municipal Secretary

**PERSONNEL DEPARTMENT**

DMC(P)'S CIRCULAR NO. 01/IVC OF 2012-13 DATE : 05.04.2012

Pursuant to order of the Municipal Commissioner, dated 22.03.2012, Division IVC of the Personnel Dept. (Special Regulation Cell) will conduct a programme entitled Orientation Course on Special Regulations at Institute of Urban Management from 23.04.2012 to 27.04.2012. Duration of the course will be from 11:00 AM to 5 PM on each of the day of the said programme.

All Controlling Officers/ HoD's are requested to send the names of Officials of the Depts. Under their control, not below the rank of Head Assistant, to participate in the said Orientation Course to Dy. Personnel Officer (Div-IVC) on or before 16.04.2012 positively.

Sd/-  
(A.Bandyopadhyay)  
OSD&DMC(P)

DMC(P)'S CIRCULAR NO. 08/II OF 2012-13 DATE : 05.05.2012

Sub : Extension of time limit for submission of "Declaration of Assets" as on 01.01.2012.

This is for information of all concerned that the last date of submission of "Declaration of Assets" as on 01.01.2012 has been extended upto 31.05.2012.

This is issued under the order of Mpl. Commissioner dt. 05.05.2012.

Sd/-  
(A.Bandyopadhyay)  
OSD&DMC(P)

D.M.C.(P)'S CIRCULAR NO. 09/ III-D OF 2012-13 DATE : 11.05.2012

Pursuant to the order of the Mpl. Commissioner dt. 05.05.12, it is notified for information to all concerned that henceforth the Selection Committees for semi technical cadres of Engineering Deptts. of KMC will comprise a single member committee manned by respective Controlling Officer/ HoD as is the case for selection of candidates for promotion to higher post following the provisions of existing R/R.

This arrangement of Selection Committee replaces previous arrangement, if any.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 10/IIIA OF 2012-13 DATE : 05/06/2012

In terms of the resolution of the Mayor-in-Council, vide Item No. MOA 33.7 dated 17.05.2012,

it is hereby circulated for information of all concerned that the monthly remuneration of the under noted Contractual staff of Health is enhanced in the manner as noted below :

<b>Designation</b>	<b>Present Gross Monthly Remuneration</b>	<b>Enhanced Gross Monthly Remuneration</b>
M.O (Gen .)	Rs.22000/-	Rs. 28000/-
M.O(SPL. )	Rs.28000/-	Rs. 30,000/-
Lab-tech, Pharmacists	Rs.6000/-	Rs. 10000/-
Staff Nurse (GNM qualified)	Rs.10000/-	Rs. 12000/-

This is to take immediate effect.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

DMC(P)'S CIRCULAR NO. 12/IIIA OF 2012-13 DATE : 07.06.2012

All concerned departments are hereby requested to provide the information regarding Data Entry Operators deployed in their departments through agencies in the following format within 10 (ten) days of receiving of this circular.

Sl. No.	Name of the Date Entry Operator	Name of the Agency	Deployed since	Remuneration	Nature of Job Assignment	Whether included in Central Pool

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 13/IIIA OF 2012-13 DATE : 07/06/2012

In terms of the resolution of the Mayor-in-Council, vide Item No. MOA 33.7 dated 17.05.2012, it is hereby circulated for information of all concerned that :

Casually employed Sub-Registrars under Health deptt. are henceforth entitled to Gross Monthly remuneration of Rs. 16000 /- (rupees sixteen thousand only) in place of the previous arrangement of per shift basis.

Their conditions of work remain unaltered with a change in extra-shift remuneration to Rs. 400 in place of Rs. 200 /- per extra-shift.

This is to take immediate effect.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 18/III-D OF 2012-13 DATE :03/07/2012

Sub : Modification of designations.

It is notified of all concerned that the Jt. Municipal Commissioner (G), dt 28.06.2012, has considered and approved the following changes by partial modification of the Office Order No. 38/IIID of 2010-11 dt.10.12.2010, in the designations of Semi-Technical cadres of the three Boroughs XIII, XIV and XV with a view to maintaining parity of designations of the same with the city proper :

**Existing designations**

1. Mistry/Pl Mistry/Plumbing Mistry
2. Jointer/Jr.Mistry/Jr. Pipeline Mistry
3. Khalashi

**Modified designations(Scale of pay as per ROPA-2009 )**

1. Mechanic (Rs. 5400-25200+ G.P.2600/-)
2. Asstt. Mechanic ( Rs. 5400-25200+ G.P.2300/-)
3. Jr. Mechanic ( Rs. 5400-25200+ G.P.2100/-)

Rest of the Clauses in the said Office Order remains unchanged.

This order shall take immediate effect.

The Concerned Controlling Officer/HOD is requested to take necessary action in this regard.

Sd/-

(A.Bandyopadhyay)

Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO.19/IIIB/ 2012-13 DATE : 03/07/2012

Sub : Creation of Supernumerary posts in the rank of Assistant Engineer (Civil, Mech and Elec) to open promotional avenues for the stagnated S.A.Es of K.M.C.

On the recommendation of the Mayor-in-Council under MOA. 32.1 dated 19.04.2012, the Kolkata Municipal Corporation in its meeting dated 20.06.2012 has approved the creation of supernumerary posts in the rank of Assistant Engineer to open promotional avenues for the diploma holder and degree holder Sub-Assistant Engineers of the KMC who are stagnating in their career for more than 25 years and 13 years out of which 5 years as post degree SAE respectively owing to lack of enough scope of promotion to the post of Assistant Engineer.

In the light of the above, the Mpl. Commissioner by his order dated 30.06.2012 has approved the following for the implementation of the resolution :

- 1) The diploma holder SAEs who have completed 25 years of service or more in the present post as on 31.12.2011 are to be promoted to the post of Asst. Engineer in their respective discipline by way of creation of supernumerary posts wherever required subject to fulfillment of promotional norms.
- 2) The degree holder SAEs who have completed 13 years of service or more in the present post out of which 5 years as degree holder SAE as on 31.12.2011 are to be promoted to the post of Asstt. Engineer by way of creation of supernumerary posts wherever required subject to fulfillment of promotional norms.
- 3) The said supernumerary posts will be adjusted against the permanent vacancies in regular manner as and when the vacancy becomes available within the sanctioned posts of Assistant Engineer.
- 4) At present and at the beginning of each year an exercise will be made by the Personnel Dept. to find out the eligible SAEs for promotion against supernumerary posts completing 25 years as diploma holder SAE and 13 years ( 5 years with degree) as degree holder SAE,

who could not be promoted against the regular posts during the previous year upto 31<sup>st</sup> December for which Personnel Deptt. will issue Office Orders by observing necessary criteria and by obtaining necessary approval from the authority.

- 5) There would be no change in the existing R/R for the posts of Assistant Engineer.
- 6) The pay of the eligible S.A.Es as mentioned above may be fixed as A.E on promotion against supernumerary posts from the date of joining in the post.
- 7) The facts relating to the above and with reference to the M-I-C and Mpl. Corporation resolution may be noted in the respective Service Books with proper verification by the concerned I.F.U.
- 8) The pay scale and the post of A.E so awarded to the eligible SAEs against supernumerary posts as mentioned above may be treated as personal to them for subsequent adjustments against availability of permanent vacancies.

All concerned are requested to take necessary action immediately in this regard.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 20/IIIA OF 2012-13 DATE : 09/07/2012

Corrigendum to DMC(P)'s Circular No. 10/IIIA of 2012-13 dt. 05.06.2012 and  
DMC(P)'s Circular No. 13/IIIA of 2012-13 dt. 07.06.2012

In partial modification of DMC(P)'s Circular No. 10/IIIA of 2012-13 dt. 05.06.2012 and DMC(P)'s Circular No. 13/IIIA of 2012-13 dt. 07.06.2012, the date of effect of enhancement of gross monthly remuneration in favour of Casually employed M.O.(Gen), M.O.(Spl), Lab-Tech, Pharmacist, Staff Nurse(GNM Qualified), Sub-Registrars under Health department will be read as 17.05.2012 i.e from the date of approval of M.I.C.

Save above the other portion of the above 2(two) Circulars remain unaltered.

This has the approval of the Hon'ble Mayor, KMC dt. 05.07.2012.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 26 / IVA OF 2012-13 DATE : 25/07/2012

Pursuant to the Order of Mpl. Commissioner, dated 17.07.2012, all Controlling Officer/ HODs are requested to arrange for Lateral Transfer of those employees (viz. unskilled labour, semi-technical cadre and other staff) whose Gradation Lists are maintained at their end, abiding by the usual rules of Lateral Transfer.

This will take immediate effect.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C(P)'S CIRCULAR NO. 28/VIII/ 2012-13 DATE : 30/07/2012

Sub : Amendment of KMC Services (Common Cadre) Regulations for Analyst Cadre under KMC Analyst Service and Food Inspector cadre under KMC Food Sanitation Service due to Redesignation of the post of Public Analyst (Food & Water) as Food Analyst and the posts of Food Inspector as Food Safety Officer under Health Deptt. with modification of Recruitment Regulations.

In view of commencement of Food Safety and Standards Act, 2006 and Food Safety and Standards Rules, 2011 repealing the P.F.A Act, 1954 and pursuant to the Notification No. 18/HF/CFS/2A-04/2011 dt. 25.01.2012 and Notification No. 19/HF/CFS/2A-04/2011 dt. 25.01.2012 respectively, issued by Commissioner of Food Safety, Health & Family Welfare Deptt., Govt. of W.B appointing the Public analyst under P.F.A Act, 1954 in KMC and Food Analyst under F.S.S Act & Rules and all the Food Inspectors of KMC as Food Safety Officers under F.S.S Act & Rules respectively with immediate effect, Corporation in its Meeting dt. 28.04.2012 (Agenda No. 24, Item No. 9) has approved the recommendations of M-I-C dt. 27.03.2012 (Item No. M-31/P-5) for under noted amendment in KMC Services (Common Cadre) Regulations re-designating the post of Public Analyst (Food & Water) to Food Analyst and the posts of Food Inspector to Food Safety Officer and modification of Recruitment Regulations for Analyst Cadre under KMC Analyst Service and Food Inspector cadre under KMC Food Sanitation Service under Health Deptt.

Amendment in Common Cadre Regulations

<b>Existing</b>	<b>Amended as</b>
i) <u>Analyst Cadre (P.B-4A+G.P Rs. 6600/-)</u> Public Analyst (Food & Water), Analyst (Central Laboratory), Analyst (IGWTP Lab).	i) <u>Analyst Cadre (P.B-4A+G.P Rs. 6600/-)</u> Food Analyst, Analyst (Central Laboratory), Analyst (IGWTP Lab).
ii) Food Inspector Cadre (P.B.-3 + G.P. Rs.4100/-) Food Inspector	ii) Food Safety Officer Cadre (P.B.-3 + G.P. Rs.4100/-) Food Safety Officer

Modification in Recruitment Regulations

<b>Existing</b>	<b>Modified as</b>
i) Name of Cadre/ Post : Analyst Method of Recruitment : By promotion from the post borne in the Common Cadre for Dy. Analysts. For Public Analyst, additional qualification required under P.F.A Act as amended must be obtained.	i) Name of Cadre/ Post : Analyst Method of Recruitment : By promotion from the post borne in the Common Cadre for Dy. Analysts. For Food Analyst, additional qualification required under F.S.S Rules, 2011 as will be amended time to time must be obtained.

Modification in Recruitment Regulations

<b>Existing</b>	<b>Modified as</b>
ii) Name of Cadre/ Post : Food Inspector Method of Recruitment : By direct recruitment observing necessary formalities. Qualification for direct Recruitment : B.Sc Degree from recognized University with Chemistry as one of the subjects or a Graduate/ Diploma holder in Food Technology or Dairy Technology from a recognized University / nstitution and has received 03 months satisfactory training in Food Inspection and sampling work under a Food (Health) Authority or in Institution approved for the purpose by the Central Govt.	ii) Name of Cadre/ Post : Food Safety Officer Method of Recruitment : By direct recruitment observing necessary formalities. Qualification for direct Recruitment : a) A degree in Food Technology or Dairy Technology or Bio-Technology or Oil technology or Agricultural Science or Veterinary Services or Bio-Chemistry or Micro Biology or Master's Degree Chemistry or a Degree in Medicine from a recognized University. b) Qualification required under F.S.S Rules,2011 as will be amended time to time.

<b>Existing</b>	<b>Amended as</b>
Candidates who have not received such training may also apply but will only be appointed after successful completion of aforesaid training.	<p>c) Has successfully completed training as specified by the Food Authority in a recognized Institute or Institution approved for the purpose.</p> <p>d) Age not more than 37 years as on 1<sup>st</sup> January of the year of the advertisement.</p>

- 1) The existing incumbent in the post of Public Analyst (Food & Water) be accommodated in the post of Food Analyst.
- 2) The existing incumbents in the posts of Food Inspector be accommodated in the posts of Food Safety Officer.
- 3) Nothing in the above mentioned modified Recruitment Regulations be construed to be in derogation of the erstwhile Recruitment Regulations for Analyst Cadre and Food Inspector Cadre in case of employees who have already been appointed according to the erstwhile Recruitment Regulations.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 29 /IVA OF 2012-13 DATE : 03/08/2012

To remove confusions as to DMC(P)'s Circular No.26/IVA of 2012-13, the following may be taken into account as clarification of the said Circular.

Wherever feasible, lateral transfers are to be made on the basis of existing ground reality. Some transfers will be within the confine of Borough(i.e inter-ward),. some will be within the confine of KMC (i.e inter-borough), as are evident from the respective Gradation Lists.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 30 OF 2012-13 DATE : 04/08/2012

Mpl. Commissioner has desired to be appraised of the daily attendance in the different offices of Health, Civil and Building Dept. in all Boroughs on the same day immediately after scheduled time of signature of employees is over. To enable submitting a compiled report to the Mpl. Commissioner, all HoDs in Boroughs will act jointly and send the attendance report of his department to the Ex. Engineer (Civil) of the concerned Borough for compilation at his end and faxing the same to the D.M.C.(P) on the same day. The format of reporting will be as follows :

**BOROUGH :**

**DEPTT :**

**Designation of HoD :**

**Reporting Time :**

**Date :**

**Total Employees:**

**Present :**

**Late :**



**Absent :**

Signature of HoD with Seal.

**FAX No. of DMC(P) : 2286 1255**

This is to take immediate effect.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 34/IVA OF 2012-13 DATE : 10/08/2012

Under D.M.C(P)'s Circular Nos. 26/IVA of 2012-13, dated 25.07.2012, and 29/IVA, dated 03.08.2012, it was advised that the Controlling Officers shall undertake lateral transfer of staff whose Gradation List are maintained at their end, abiding by usual rules of lateral transfer. Now, different Controlling Officers as well as representatives of different Labour Unions have expressed their concern over the decision and have requested for modification of the same in respect of labour category of employees. Accordingly, it is hereby advised that in case of lateral transfer of labourers, they should be deployed as far as practicable within the same ward.

This is issued with approval of Municipal Commissioner.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C(P)'S CIRCULAR NO. 37/VIII/ 2012-13 DATE : 03/09/2012

Sub : Amendment of KMC Officers' & Employees' (Conduct) Regulation, 1991.

On the recommendation of the Mayor-in-Council dated 31/07/2012, the Corporation at its Meeting dated 23/08/2012 approved amendment of the KMC Officers' and Employees' (Conduct ) Regulations, 1991 in the lines of Memorandum of Finance Department (Audit Branch), Govt. of West Bengal No. 1853-F(P) dated 02/03/2012.

The amendments as approved by the Corporation are as follows :

- 1) While submitting a return of movable/ immovable property in the declaration form of Assets, property of the value of less than 2(two) months Basic Pay (Basic Pay + Grade Pay) as on date of such transaction need not be mentioned.

However, for property of value exceeding 2(two) months Basic Pay (Basic Pay + Grade Pay), each item should be mentioned in the relevant column of the form.

- 2) Subject to the condition as laid down in the relevant rules of the KMC Officers' and Employees' (Conduct ) Regulations, 1991 in case of sale or purchase of movable/ immovable property of value exceeding 2(two) months Basic Pay (Basic Pay + Grade Pay), a Corporation employee shall take prior permission of his appointing authority.

This Circular shall take effect from 01/08/2012.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C(P)'S CIRCULAR NO. 38 /VIII/ 2012-13 DATE : 06/09/2012

Sub : Amendment of Clause 5(2) KMC Officers' & Employees' (Conduct) Regulation, 1991.

In supercession of D.M.C.(P)'s Circular No. 37/VIII/2012-13 dt. 03.09.12, it is circulated for information of all concerned that, the Corporation at its Meeting, dated 23/08/2012, approved amendment of the KMC Officers' and Employees' (Conduct ) Regulations, 1991 in the lines of Memorandum of Finance Department (Audit Branch), Govt. of West Bengal No. 1853-F(P) dated 02/03/2012.

After amendment the Clause 5(2) of KMC Officers and Employees (Conduct) Regulation, 1991 stands modified as follows :

While submitting a return of movable articles in the declaration form of Assets, articles of the value of less than 2(two) months Basic Pay (Band Pay + Grade Pay) as on date of such transaction need not be mentioned.

However, for articles of value exceeding 2(two) months Basic Pay (Band Pay + Grade Pay), each item should be mentioned in the relevant column of the form.

**1) Clause 5(2)** – No Corporation Employee shall, except with prior sanction of the appointing authority, acquire or dispose of any immovable property by Lease, Mortgage, Sale, Gift or otherwise either in his own name or in the name of any member of his family. The same condition shall apply in the case of Sale or Purchase of movable property exceeding 2 (two) months Basic Pay (Band Pay + Grade Pay) as on the date of such transaction.

This Circular shall take effect from 31/07/2012.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C(P)'S CIRCULAR NO. 42 /VIII/ 2012-13 DATE : 04/10/2012

Sub : Modification of Recruitment Regulations for the post of Teacher, KMCP School, Education Deptt.

On the recommendation of the Mayor in-Council, the Kolkata Municipal Corporation in its meeting dated 20.09.12 has approved the modification of the Recruitment Regulations for the post of Teacher, KMCP School, as follows :

**Qualifications for the post of Teacher , KMC(Primary ) School :**

- A) Age :** A person who is a citizen of India and has completed the age of 18 years and has not completed the age of 40 years on the 1<sup>st</sup> day of January of the year of advertisement shall be eligible for appointment to post of Teacher , KMC(Primary ) School.
- B) The candidate shall possess the following minimum educational qualifications :**
- i) Higher Secondary pass under the West Bengal Council of Higher Secondary Education or its equivalent with at least 50% marks and 2 years Diploma in Elementary Education (by whatever name known)

or

  - ii) Higher Secondary pass under the West Bengal Council of Higher Secondary Education or its equivalent with at least 45% marks and 2 years Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms& Procedure), Regulations, 2002.

or

iii) Higher Secondary pass under the West Bengal Council of Higher Secondary Education or its equivalent with at least 50% marks and 4 years Bachelor of Elementary Education (B. El.Ed.)

or

iv) Higher Secondary pass under the West Bengal Council of Higher Secondary Education or its equivalent with at least 50% marks and 2 years Diploma in Education (Special Education)

or

v) Graduation and two years Diploma in Elementary Education (by whatever name known).

**Note 1 :** For the purposes of the above-noted qualification -

(a) a Diploma in teacher education recognized by the National Council for Teacher Education (NCTE) shall be considered;

(b) in case of Diploma in Education (Special Education) and B.Ed (Special Education), a course recognized by the Rehabilitation Council of India (RCI) only shall be considered.

**Note 2 :** A person with D. Ed. (Special Education) or B. Ed. (Special Education) qualification shall, after appointment, undergo six month special programme in Elementary Education recognized by the National Council for Teacher Education (NCTE).

**Note 3 :** The persons having qualification of Higher Secondary pass under the West Bengal Council of Higher Secondary Education or its equivalent with at least 50% marks or Graduate (irrespective of marks obtained therein) or equivalent without 2-year Diploma in Elementary Education (by whatever name known) or 4-year Bachelor of Elementary Education (B. El. Ed.) or 2-year Diploma in Education (Special Education) shall also be eligible for appearing in the examination to be conducted for appointment of Primary School Teachers in the KMC upto 31<sup>st</sup> March 2014, subject to condition that those who are appointed without professional qualification shall acquire the professional qualification as specified above within a period of two (2) years from the year of appointment.

**Note 4 :** Any candidate seeking appointment to the post of primary school teacher shall have studied and passed in the specific language as the first or the second language in the Higher Secondary level or equivalent for which medium of instruction, the candidate is seeking appointment.

**Note 5 :** In case of the certificate issued by the authority other than the West Bengal Council of Higher Secondary Education, the said certificate issuing authority should be set up a statutory authority and the said certificate issuing authority should be authorized by the Government of India or by the State Government of the concerned State, as the case may be, for issuing Higher Secondary Level Certificate.

**Note 6 :** All candidates must have studied and obtained Madhyamik (Secondary) Pass Certificate or equivalent with Mathematics and English as subjects.

**Note 7 :** The equivalent of Madhyamik Certificate means the said certificate issuing authority should be set up as per Act framed by the Government of India or by the State Government of the concerned State and the said authority should be authorized by the Government of India or by the State Government of the concerned State, as the case may be, for issuing Secondary Level Certificate.

C) Relaxation in age, qualification for Reserved category will be as per rules.

This is issued in supersession of previous regulation on the same.

Sd/-

(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 046 /IIIB/ 2012-13 DATE : 20/10/2012

Sub : Modification of the policy for extension of promotional benefit to the stagnating diploma holder SAEs against supernumerary posts twice in a year in stead of annually.

Mayor-In-Council in its meeting dated 05.10.2012 under Item No. MOA- 44.5 has approved the modification of the policy of extending the promotional benefit to the stagnating diploma holder SAEs, Hon'ble Mayor has kindly considered vide his order dated 19.10.2012, to act upon the MIC. decision pending approval of Mpl. Corporation.

In the light of the above, the Mpl. Commissioner by his order dated 20.10.2012 has approved the following for the implementation of the resolution

- I. That the extension of promotional benefit to the stagnating diploma holder SAEs of KMC against the supernumerary post will be assessed twice in a year in stead of annually.
- II. That the number of such eligible SAEs will be counted twice in a year, once on 31<sup>st</sup> July and another on 31<sup>st</sup> December of the concerned year.
- III. That the vacant posts of SAE occurred due to such promotion will be kept frozen till adjustment against regular vacancies of A.Es in future or till superannuation of such promoted employees, whichever is earlier.
- IV. That the promotees will discharge the work and duties of SAEs, if situation so warrants.

Mpl. Secretary will place the Item before the meeting of Mpl. Corporation for consideration.

This modifies Circular No. 19/2012-13, dated, 03.07.2012, to the extent mentioned as above.

Sd/-

(A.Bandyopadhyay)

Dy. Mpl Commissioner (P)

DMC(P)'S CIRCULAR NO. 47/IIIA OF 2012-13 DATE : 08.11.2012

It is hereby circulated for intimation of all concerned that the contract to the listed agencies under Central Pool as well as the service of the contractually engaged Data Entry Operators provided by the said listed agencies under Central Pool have been extended for a further period of 6 (six) months w.e.f. 01.10.2012 to 31.03.2013.

This has the approval of the Municipal Authority.

Any objection regarding the above mentioned renewal may be placed before the concerned authority before the next renewal.

Sd/-

(A.Bandyopadhyay)

Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 51/IIIA OF 2012-13 DATE : 27.11.12

In terms of the resolution of the Mayor-in-Council, vide Item No. M-45/P-2 dated 17.10 .2012, it is hereby circulated for information of all concerned that the monthly remuneration of the under noted Contractual staff of Health department is enhanced in the manner as noted below :

<b>Designation</b>	<b>Present Gross Monthly Remuneration</b>	<b>Enhanced Gross Monthly Remuneration</b>
M.O. (Gen.)	Rs.28,000/-	Rs.35,000/- (Thirty five thousand only)
M.O. (SPL.)	Rs.30,000/-	Rs.40,000/- (Forty thousand only)

This is to take effect from 17.10.12.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 53/IIIA OF 2012-13 DATE : 29/11/2012

In terms of the Resolution of the Mayor-in-Council, vide Item No. MOA-47.1 dated 19.11.2012, it is hereby circulated for information of all concerned that the monthly remuneration of the under noted Contractual Data entry Operators directly engaged by K.M.C is enhanced in the following manner as noted below :

- (A) The remuneration of the D.E.Os who have been working in KMC for more than 5(five) years continuously is enhanced from Rs. 7000/- (Rupees Seven Thousand) to Rs. 8000/- (Rupees Eight Thousand) only.
- (B) The remuneration of the D.E.Os who have been working in KMC for less than 5(five) years continuously is enhanced from Rs. 6000/-(Rupees Six Thousand) to Rs. 7000/-(Rupees Seven Thousand) only.

This is to take immediate effect.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

DMC(P)'S CIRCULAR NO. 52/ 2012-2013 DATE : 30.11.2012

In terms of the resolution of Mayor-in-Council adopted in its meeting held on 31.07.2012 vide Item No. M-38/P-2 and Corporation resolution dated 23.08.2012 vide Item No.2, it has been decided that some **Junior Assistants** will be recruited from amongst the eligible in-house **employees of the KMC [ below the Grade Pay of Jr. Assistant ]** by way of a departmental examination through the Municipal Service Commission (MSC) shortly.

Accordingly, applications in plain paper are invited from the interested KMC employees possessing the following eligibility criteria :

- i) A certificate in Madhyamik Examination pass from the Board of Secondary Education, West Bengal or its equivalent [Supported by proper entry in Service Book].
- ii) Age of the candidate shall not be more than 50 (fifty) years as on the date of publication of this notice i.e. 30.11.2012.

Intending KMC employees fulfilling above criteria are requested to apply through their Controlling officers/Heads of the Departments **on or before 31.12.2012** 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 DMC(P)'s Circular No. \_\_\_\_\_ dated \_\_\_\_\_ , I would like to offer myself as a candidate for recruitment to the post of Junior Assistant in the Kolkata Municipal Corporation as an in-house employee.  
My Bio-Data are given below for favour of your kind consideration.

1. Name (BLOCK LETTER) :

2. Employee\_Id No. :
3. Father's name/ Husband's name :
4. Date of Birth( as recorded in S/Book) :
5. Age as on 30.11.2012 :
6. Date of joining in the KMC :
7. Name of present Department :
8. Present Post/Designation :
9. Scale of pay for the post(Pay Band and Grade Pay) :
10. Qualification (attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD) :
11. Whether SC/ST/BC/PH\* (If yes, attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD and also enclose an attested copy of the caste certificate) :

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

This is to certify that particulars furnished herein above have been verified from the service records of the candidate and are found to be correct and his/her application is forwarded for consideration.

Head of the Department/ Controlling officer

**N.B. :**

1. Entries noted in the Service Book as on the date of issue of this notice will be considered valid only. No entry recorded in the S/Book after the date of issue of this notice will be considered for determining eligibility for appearing in the examination.
2. Application complete in all respect must reach the Personnel Department on or before 31.12.2012 through the respective Controlling Officer / HOD positively.
3. Candidates should firmly staple at the top left hand corner of the application two passport size recent photographs with signature in full in reverse side of the photographs duly attested by the HOD/CO of the department on the front side.
4. Incomplete applications viz. wrongful entry, without entry of any column or without enclosures as sought for will be rejected.
5. All applications must be forwarded to the Personnel Department through the present department of the applicant.

Sd/-

(A.Bandyopadhyay)

Dy. Mpl Commissioner (P)

CIRCULAR NO. D.M.C(P)/54/IVC/2012-13 DATE : 30.11.2012

It is known to all that files relating to appointment in terms of Special Regulation are being forwarded by the concerned Controlling Officers / Head of the Dept. to Personnel Dept. for processing. (Checklists, proforma issued by Div. IV-C of Personnel Deptt. etc.), after observing all formalities on submission of requisite papers by the applicants.

All the documents which accompany prayer for job under Spl. Regulation are to be physically enquired into by Officials of KMC and marked accordingly.

**This must be strictly followed.**

This issues under order of Jt. M.C. (G), dt. 30.11.2012.

Sd/-

(A.Bandyopadhyay)

Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 56 / DIV.-I OF 2012-13 DATE : 08/12/2012

All Controlling Officers / H.O.Ds are requested to furnish latest information in the following format in the matter of engagement of KMC employees under their control who work as B.L.O/ D.O (Booth Level Officer/ Designated Officer) under different Electoral Registration Officers (E.R.O) of Assembly Constituencies in Kolkata.

They are also requested to submit "NIL" report as the case may be within 10(ten) days from the date of issue of this Circular positively.

**Name of the Department : .....**

<b>Sl. No.</b>	<b>Name of the employee/ E.I.D. No.</b>	<b>Place of Work as BLO/D.O</b>	<b>Period of engagement</b>	<b>Remarks</b>

This Circular is issued as per order of the Mpl. Commissioner dt. 07.12.2012.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C(P)'S CIRCULAR NO. 57 /VIII/ 2012-13 DATE : 10.12.2012

**Sub : Implementation of 85th amendment Act of the Constitution of India for the employees & workers of the KMC as per direction of the State Govt.**

The Department of Municipal Affairs, Government of West Bengal, vide no. 349-MA/0/C-4/ 1A/6/2012, dated 05.07.2012, directed KMC to accept in principle the directives of Finance department of the State Govt. and issue necessary order for the employees and workers of the KMC, if necessary, by amending the present regulation of the KMC and seek approval in terms of Section 602 of the KMC Act, 1980 subject to approval u/s 604 ibid.

According to the direction of the State Govt., the KMC in its meeting dt. 13.10.12 approved the amendment of the present Recruitment Regulations on the recommendation of the Mayor-In-Council dt. 18.09.2012. The amended Recruitment Regulations was sent to the State Govt. for approval vide this office Letter No. P/1355 / VIII/ 2012-13 dt. 17.10.2012. No reply has yet been received from the State Govt.

The Mayor-In-Council in its meeting dt. 19.11.12, approved the following guidelines for proper implementation of the 85<sup>th</sup> amendment of the Constitution of India for the employees & workers of the KMC as per direction of the State Govt. –

- a) Cadre/post wise gradation lists have been prepared w.e.f. 01.10.2001 and for subsequent years upto 01.10.2011 as working lists.
- b) After preparation of the working Lists (cadre/post wise gradation lists), S.C/S.T incumbents, who have been superseded by the general caste incumbents while granting promotions on the basis of the then existing common cadre/ post gradation list have been detected. Such detection was made on yearly basis from 01.10.2001 upto 01.10.2011.

- c) On the basis of corrections of historical errors following (a) & (b) above, cadre /post wise gradation lists of each cadre/post will be published w.e.f. 01.10.12 considering the respective cadre/post joining date and rules for determination of inter se-seniority, as per relevant R/ R and Circulars in this regard.
- d) Henceforth, all promotions will be based on gradation lists mentioned in (c) above.
- e) Required number of supernumerary posts are to be created in each cadre/post wherever combined gradation lists was followed (Viz. General Service and Security Service) for giving the benefit to the S.C/S.T employees of the KMC as per direction of the State Govt.. Such supernumerary posts are to be considered as purely temporary in nature for certain period which will be abolished after occurrence of regular vacancy in the post/ cadre or superannuation of the employee concerned.
- f) The cadre/ post wise gradation list w.e.f 01.10.2012 will be prepared in cancellation of existing combined gradation list. The inter se-seniority in the cadre/post wise gradation lists will be according to the Rules/ Regulations/ Circulars approved by KMC.
- g) The notional arrear arising due to consequential benefits under cadre/post wise gradation list will be extended to the S.C/S.T employees only, as per direction of the State Govt. Such arrangement of cadre/ post wise gradation list will be extended to the other employees of the KMC w.e.f the date of approval of the Corporation to the proposed amended Recruitment Regulations.
- h) To avoid the controversy of unwillful omission or commission of errors during the process of implementation of the 85<sup>th</sup> amendment in KMC, claims and objections may be allowed to be considered by the Personnel Deptt., if such claims and objections are adequately backed/ supported by facts/ documents.
- i) The question of additional financial burden on the exchequer does not arise in view of the fact that only notional fixation will be given to the beneficiaries with retrospective effect. There is no question of arrear. The beneficiaries will enjoy the financial benefits from the actual date of their joining to the respective promotional posts.
- j) Notwithstanding anything contained in the above stated proposed seniority rule, the seniority of the direct recruits in any post will be guided by seniority regulations as stated in the Circular No. 13 of 1984-85 dt. 23/04/84 of Personnel Deptt.
- k) The directives of the Finance Deptt., Govt. of W.B vide Notification No. 5336-F dt. 21.05.2004 with retrospective effect from 18.10.2001 shall be included in the KMC Seniority Regulations.
- l) Except seniority, other consequential benefits like promotion, pay etc. already allowed to the General/ O.B.C candidates during the period shall continue as personal to them. The notional benefits will, however, count towards pensionary benefits in respect of the retired person.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

CIRCULAR NO. D.M.C(P)/ 58 /IVC/2012-13 DATE : 14.12.2012

With a view to removing the likelihood of suppression of facts or resorting to falsehood, all cases of Spl. Regulations are required to be physically verified by officials of the concerned deptt., as to the authenticity of claims made by an applicant for job under Spl. Regulation. That, such verification has been done should be recorded by the forwarding HoD on the body of the applications.

The above must be complied with to avoid complications and delay involving Spl. Regulation Cases.

Furthermore, it is stated for information that –

- i) Cases of ‘voluntary retirement on medical ground’ are not entitled to the benefits of Special Regulations;



- ii) Only cases of 'incapacitated-in-harness' and 'died-in-harness' are entitled to the benefits of Special Regulation;
- iii) All cases of 'incapacitated-in-harness' are to comply with the following, inter alia,
  - a) All kinds of leave are required to be exhausted before separation from KMC service.
  - b) At least 2(two) years of service is required to be left on the day of separation of service from KMC.  
[Vide Circular No. D.M.C.(P)'s 47/VIII/2008-09 dt. 17.01.09]

This circular replaces Circular No. D.M.C (P)/ 54 /IVC/2012-13 dt. 30.11.2012.

This has the concurrence of Hon Mayor/ MC.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

CIRCULAR NO. D.M.C (P)/ 78 /IVC/2012-13 DATE : 22.02.2013

Reference to the Circular No. D.M.C.(P)/58/IVC/2012-13, dated 14.12.2012, some confusion has arisen as to the import of the term 'physical verification' used in the said circular.

After careful consideration the authority is of opinion that *if any doubt* arises about any statement and/or any document submitted by any family member of the deceased or ex-employee as the case may be, the HoD concerned shall conduct physical enquiry with the assistance of or engaging any official of his department if the location of such enquiry falls within the jurisdiction of the KMC area. In case, the area /location of such enquiry lies beyond jurisdiction of the KMC area then he shall approach the concerned authority (Sub-Divisional Officer/ Block Development Officer/ Officer-in-Charge of P.S etc.) of that area to seek necessary assistance for verification of the document(s)/ testimonials. Such document(s)/testimonials are required to be authenticated by concerned HoD.

This is to be noted that if malpractice, suppression of facts and/ or resorting to falsehood is detected to have been committed by the beneficiary, or somebody else on behalf of the beneficiary, to secure the job under Spl. Regulation, it may attract stern disciplinary action.

This has the approval of Jt. M.C. (G), dt. 22.02.2013.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

DMC(P)'S CIRCULAR NO. 82(I)/III-D OF 2012-13 DATE : 11.03.2013

Application in plain paper for the post of Drivers / Lorry Drivers are invited from the interested KMC employees in the cadre of M.V. Mazdoor / Lorry Mazdoor / Khalashi possessing the following eligibility criteria :

- i. A Class VIII passed certificate passed from a Govt. recognized school.
- ii. A valid heavy duty licence for a period of not less than 3 years issued by competent authority.
- iii. Below 55 years of age as on 01.01.2013. (for all candidates)

Intending KMC employees fulfilling above criteria are requested to apply through their Controlling Officers/Head of the Departments on or before 18.03.2013 in the following pro-forma. All such applications are to be deposited in the DROP BOX kept in DG & OSD (SWM) department.

To  
The Municipal Commission  
The Kolkata Municipal Corporation,  
5, S.N. Banerjee Road, Kolkata – 700 013

Space for  
Affixing  
Attested  
Photograph

Sir,

With reference to the Circular No. \_\_\_\_\_ dated \_\_\_\_\_,  
I would like to offer myself as a candidate for recruitment to the post of Driver in the KMC as an in-house employee.

My Bio-Data furnished below for favour of your kind consideration.

1. Name (BLOCK LETTER) :
2. Employee \_Id No :
3. Father's Name / Husband's Name :
4. Date of Birth (as recorded in S/Book) :
5. Date of joining in the KMC :
6. Name of present department :
7. Present post / Designation :
8. Scale of Pay :
9. Qualification (attach copy of the page of S/Book duly endorsed by the Controlling Officer / HoD) :
10. Whether SC/ST/OBC/PH \*(if yes, attach copy of the page of S/Book duly endorsed by the Controlling Officer / HoD and also enclose an attested copy of the caste certificate) :

I do hereby solemnly declare and affirm that the information furnished above are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of the Candidate

This is to certify that particulars furnished herein above been verified from the records of the service book of the candidate and are found to be correct and his/her application is forwarded for consideration.

\_\_\_\_\_  
Head of the Department / Controlling Officer

**Instruction :**

1. Entries noted in the service book as on the date of issue of this notice will be considered valid only. No entry recorded in the S/book after the date of issue of this notice will be considered for determining eligibility for appearing in the examination.
2. Application, complete in all respect, must reach the Personnel department on or before 18.03.2013 through the respective Controlling Officers / HoDs positively.
3. Candidates should affix one copy of the photograph at the space provided for in the proforma application form. Another copy of photograph duly attested by the HoD / Controlling officer of the concerned department should be submitted along with the application.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

D.M.C.(P)'S CIRCULAR NO. 86/IIIA OF 2012-13 DATE : 15.03.2013

Sub : Revision of Scale of Pay of Assistant Manager (Law) [Municipal Prosecutor / Law Officer] Cadre under KMC Legal Service at par with that of Assistant Public Prosecutor in the employment of Govt. of West Bengal.

Pursuant to the order of Hon'ble High Court, Calcutta dated 25.08.2010 and 28.11.2011 respectively in the matter of Sk. Mustaque Ahmed Vs. K.M.C. and others (W.P. No.-1118 of 2010), as per approval of Corporation in its meeting dated 22.02.2011 (Agenda No. 9, Item No. 4) on recommendations of M-I-C in its meeting dated 07.02.2011 (Item No. M11/P-5) and Municipal Commissioner dated 08.12.2010 and as per approval of Govt. of West Bengal, Municipal Affairs Department vide Order No. 47/MA/O/C-5/CC/2P-3/2007 Pt. 1 dated 28.01.2013, issued in partial modification of earlier Order No. 84/MA/O/C-5/CC/2P-3/2007 dated 17.02.2010, the Scale of pay of Assistant Manager (Law) [Municipal Prosecutor/ Law Officer] cadre under K.M.C. Legal Service is hereby revised on the line of the Pay Scale of Assistant Public Prosecutor in the employment of Govt. of West Bengal, in partial modification of D.M.C.(P)'s Circular No. 45/IIIA of 2009-10 dated 13.03.2010, as under :

- (i) The Scale of Pay of Assistant Manager (Law) cadre be revised with effect from 06.08.1996 in the following manner :

Post	Existing Scale of Pay	Revised Scale of Pay
Assistant Manager	Rs.6,000-12000/-(unrevised) (Revised as Pay Band-4- Rs.9000-40500/- plus Grade Pay Rs.4800/-)	Rs. 8,000-13500/-(unrevised)(Revised as Pay Band-4-Rs. 9000-40500/- plus Grade Pay Rs. 5400/-, further split as Pay Band-4A-Rs.15600-42000/- plus Grade Pay Rs. 5400/-)

- (ii) The revised Scale of pay shall take effect from 06.08.1996 notionally and actual benefit shall be allowed with effect from 01.01.2006.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

DMC(P)'S CIRCULAR NO. 88/2012-2013 DATE : 19/03/2013

Pursuant to the order of the Municipal Commissioner dated 07/03/2013, attention of all Controlling Officers and Head of the Department is drawn to the fact that henceforth all the particulars regarding show-cause notices served upon the employees of the Kolkata Municipal Corporation should be entered in the Remarks column of their respective Service Books as : "Show cause served on (date)".

Hence, the H.O.D.s/Controlling officers are requested to arrange for such noting, without fail. The documents related to such show- cause notices should also be kept in the personal file of the said incumbent.

Sd/-  
(A.Bandyopadhyay)  
Dy. Mpl Commissioner (P)

**SERVICE RECORDS & ACCOUNTS CELL**

CIRCULAR NO. CH. MANAGER/PEN/CIR/01 OF 2012-13 DATE : 13.04.2012

Consequent upon revision of pay under ROPA, 2009 vide Finance Department Memo no. 201-F(Pen), 202-F(Pen) & 203-F(Pen), all dated 25.02.2009 followed by matching order of the Municipal Affairs Department, communicated through Memo nos. 233/MA/0/C-9/2P-6/2009, 234/MA/O/

C-9 / 2P-6/2009 & 235/MA/0/C-9/2P-6/2009, all dated 09.06.2009 the pension-structure of the K.M.C pensioners has been revised and made effective w.e.f. 09.06.2009.

On the recommendation of the Mayor-in-Council vide item no. 28.4 dated 10.02.2012, the Corporation approved the matter of allowing the pensionary benefits of ROPA, 2009 to such ex-employees of K. M. C who retired during the period from 25.02.2009 to 09.06.2009 in anticipation of approval of the State Government.

All Controlling Officers, Heads of the Departments / Offices / Directorates and Borough Executive Engineers are requested to send the S. Book & P. File of such ex-employees who retired on or after 25.02.2009 and before 09.06.2009 and who have their length of qualifying service below 33 years, for payment of difference amount of Pension, Gratuity & Commutation value of Pension, if any, directly to the Pension Cell.

This is issued at the instance of the Municipal Commissioner.

Sd/-  
Chief Manager  
S.R&A.C, Pension Cell

CIRCULAR NO. CH. MANAGER/SRAC/CIR/02 OF 2012-13 DATE : 07.05.2012

Re : Submission of CBS account numbers for insertion in Payroll database.

It is noticed for the last few months that salaries of a good number of K.M.C. employees are being returned from their respective salary accounts to the K.M.C. salary account due to non-availability of the CBS account numbers in the Payroll database. As such, they are facing much troubles to get their salaries in time.

In order to minimize this problem, the concerned K.M.C. employees whose CBS account Nos. are not available in the payroll database, are requested to submit the same through their respective C.O./H.O.D. with supporting documents to the undersigned immediately.

This is issued at the instance of Municipal Commissioner.

Sd/-  
Chief Manager  
S.R&A.C. Cell

CIRCULAR NO. CH. MANAGER/PF/CIR/03 OF 2012-13 DATE : 20.10.2012

The revised format of the “**Application for Final Settlement of P.F. dues**”, as approved by the Municipal Commissioner, is printed overleaf.

All Controlling Officers, Heads of Departments/ Offices/ Directorates and Borough Executive Engineers are requested to please arrange for appraisal of this new format to all Staff under their respective control.

Sd/-  
Chief Manager  
S.R&A.C, PF

FORMAT

To  
The.....  
.....Department

Sub : Application for final settlement of P.F dues in favour of  
Sri/Smt.....

Sir,

I, Shri/Smt. .... (I.D. ....)  
designation .....under .....department, am  
going to be retired / has been retired from KMC Service on ..... (A.N). Now I pray to  
your goodself to arrange for early settlement of my P.F. dues.

My bank particulars are given below through which I wish to get my P.F. cheque be cleared.

Bank's Name .....

Branch's Name .....

Bank Account no.....

MICR Number .....

Yours faithfully,

.....  
(Signature/LTI of the applicant)

Date:.....

Forwarded  
(Signature of C.O./HOD with Seal)

Circular No.: Ch. Manager/ Pen/ Cir/ 04 of 2012-13 Date : 11.01.2013

**Re :** Grant of Relief on Pension to the Pensioners/ Family **Pensioners** of the Kolkata Mpl.  
Corporation w.e.f. January 01, 2013.

In pursuance of the Memo No. 05/ MA/ N/ C-2/ 1G-12/ 2011 dated 10.01.2013 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 on monthly pension /family pension shall be paid to the pensioners / family pensioners of the K.M.C. at the rate of 52% of basic pension/ family pension with effect from January 01, 2013 onwards in supersession of the rate mentioned in the Memo. No. 277G/ MA/ N/ C-2/ 1G-12/2011 dated 11.01.2012 of the Department of Municipal Affairs, Govt. of W.B.

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 52%, 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 Circular 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 Cell

**SUPPLY DEPARTMENT**

CIRCULAR NO. DMC(S)/03/2012-13 DATE : 21.03.2013

Sub : Physical stock verification of stores as on 31.03.2013

With an eye to complete physical verification of stores as on 31.03.2013, it has been envisaged that such verification be carried out by the following officials as mentioned below which will commence on and from 01.04.2013 and should be completed by 08.04.2013 for Central Stores and 06.04.2013 for Outside Stores. The physical verification of all Oil Garages will be conducted on 31.03.2013 between 2-00 P.M. to 6-00 P.M.

**FIVE CENTRAL STORES**  
From 01.04.2013 to 08.04.2013

Sl. No.	Name of Store	Official Team	Dates
1.	Misc. Store	A.C.S., A.O.	01.04.2013 to 06.04.2013 & 08.04.2013
2	Water Works	A.C.S., A.O., Div. X	01.04.2013 to 06.04.2013 & 08.04.2013
3	Lighting Stores	A.C.S., H.A., Div. - I	01.04.2013 to 06.04.2013 & 08.04.2013
4	Motor Stores	A.C.S., H.A., V	01.04.2013 to 06.04.2013 & 08.04.2013
5	EWS	A.C.S., S.A.E. (M)	01.04.2013 to 06.04.2013 & 08.04.2013

**OUTSIDE STORE**  
30.03.2013 TO 06.04.2013

Sl. No.	Name of Store	Official Team	Dates
1.	Palta Store	A.C.S.	30.03.2013 to 06.04.2013
2	Tollygunge Store	1. SK Condemn Store 2. HAD, VIII	30.03.2013
3	Alipore Store	1. A.C.S. 2. A.O./ICMP wing	03.03.2013
4	Cossipore & Manicktalla Store	1. A.C.S.	30.03.2013 to 06.04.2013
5	Tallah & Bag Bazar Store	1. ACS	30.03.2013 to 06.04.2013
6	Behala Store	1. S.K. 2. S.A.E. (C)	01.04.2013

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.(Stores) 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 01.04.2013 and complete by 08.04.2013 for Central Stores and from 30.03.2013 to 06.04.2013 for outside stores. Any deviation will be viewed seriously.

Sd/-  
(Upendranath Sarkar)  
D.M.C. (S)

CIRCULAR NO. DMC(S)/04/2012-13 DATE : 19.03.2013

The physical verification of all Oil Garages should be conducted by the following Officers on 31.03.2013 between 2.00 P.M. to 6.00 P.M.

Sl. No.	Name of Oil Garages	Name of Officers/Staff
1	Central Garage	Controller, ICMP
2	Dist. II Garage	ACS
3	Dist. I Garage	ACS
4	South Garage	Controller of Stores & Purchase
5	Dhapa Garage	ACS
6	Chingrihatta Garage	ACS (on 30.03.2013)

The report should be submitted by the above officials by 04.04.2013 to Controller/ICMP positively who will be coordinating & supervising the work.

The transaction of Oil/lubricants from 2.00 P.M. to 6.00 P.M. from the aforesaid Oil Garage will be suspended.

All Store Keepers should strictly ensure that no Oil is transacted between 2.00 PM to 6.00 PM on 31.03.2013.

Sd/-  
(Upendranath Sarkar)  
D.M.C. (S)

OFFICE ORDER NO. DMC(S)/11/2012-13 DATE : 12.11.2012

It has been observed for sometime past that in some cases facts and figures generated in the computerized system in ERP & SMS both have some error due to entry of data wrongly. This causes great difficulties in processing the cases further. In other words the works are to start afresh causing belated action on the part of department.

Supply Department has a vital role to procure item on time and in case of delay it may affect price escalation of materials.

With a view to taking prompt action in dealing files properly special care has to be taken, carefully so that no wrong data is entered into the system under any circumstances.

Again, the officials/staff concerned must check up and go through the computer-generated print-out very carefully to verify the accuracy of the facts and figures before this is put up for signature.

In case of any lapse found on the part of any staff accountability will be fixed up and hence act accordingly.

Sd/-  
(Upendranath Sarkar)  
D.M.C. (S)

**TREASURY DEPARTMENT**

Municipal Treasurer's Office Order No. 86 of 2012-13 Date : 06.08.2012.

All the A.T. / Supervisors are hereby directed to observe the following steps while dealing with the vault keys :

1. 1 (one) set of the Vault keys will be kept in the custody of the A.T. of the C.S.C./ C.C.C.
2. Another set of the Vault keys will be kept in the custody of the Senior most Supervisor/ Supervisor of the C.S.C./ C.C.C.
3. In the absence of A.T./ Supervisor, senior most H.A. will be the custodian of 1 (one) set of Vault keys with prior approval of Treasurer.
4. 1 (one) key Register will be maintained at each C.S.C./ C.C.C.
5. Handing over of Vault keys will have to be recorded in the key-register accordingly with prior approval of Treasurer.
6. The key-register will be checked by the external audit firms/IAD/Dy. Treasurer/ Treasurer periodically.
7. Nobody will keep both the Vault keys under his/her custody.
8. In no case, both A.T. and Supervisor will be on leave.
9. Leave will be granted to the custodian of the Vault keys with prior approval of Treasurer.

Sd/-  
Treasurer

**Government of West Bengal**  
Land and Land Reforms Department  
Land Policy Branch  
Writers' Buildings, Kolkata-700001

ORDER

No. 6688-LP/1A-18/2012

Date : 26/12/2012

1. Whereas the State Government, its parastatals (Corporations, Development Authorities), and urban local bodies etc. have been allotting and pricing land/ other assets in line with various Departmental and other norms which often vary in their content and their applicability;
2. And whereas there is need to introduce uniformity, reduce discretion and avoid case by case decision-making to ensure transparency while dealing with public assets;
3. Now, the Governor, after careful consideration of the matter, is pleased hereby to make the following *Land Allotment Policy* which will be applicable to land owned or held by any Deptt. of the State Government or agency funded by the State Government in any manner :



- (i) The land allotted to any individual/ company/ institution etc. under the policy would be transferred to them by the Government and its parastatals by way of long term lease for a period not exceeding 99 years, with the option of renewal of such lease for the like period on the same terms and conditions and to such other terms and conditions as may be imposed and included in such renewal lease deed.
- (ii) (a) The lessee under any lease granted by the State Government or its parastatals can mortgage the leasehold interest only (and not the demised land itself) on the demised land, whether in full or in part, only with the prior written permission of the lessor.
- (b) The lessee is not entitled to assign his leasehold interest, whether in full or in part, without prior written approval of the lessor and assignee shall hold the same on the same terms and conditions as in the original lease and to such other terms and conditions as may be considered to be imposed by the lessor while granting such approval. In case of such assignment of leasehold interest the assignee concerned shall have to obtain fresh lease after expiry of the unexpired period of the lease on payment of such consideration money and annual rent based on the prevailing market value as may then be fixed by the lessor in granting such lease.
- (iii) The Land and Land Reforms Department is the nodal Department for inter-departmental transfer of land and Long Term Lease (LTS) of vested/ khas (Government) land. An inter-departmental Committee under the Chief Secretary would handle all cases of inter-departmental land transfers. The valuation for LTS would be based on the sale deeds of the area or the market price as determined by the Inspector General of Registration, West Bengal, whichever is higher.
- (iv) Land meant for commercial use shall invariably be auctioned to the highest bidder for which adequate publicity should be given including through the internet. Commercial use will mean use for office, shops, shopping malls, housing not meant for the EWS, LIG or the poor, cineplexes, theme parks, hospitals, educational institutions etc, and would include all other activities except those activities for which a different mode of disposal is prescribed.  
Reserve Price should not be fixed by the Government before the bidders submit their financial bids, so that there is no chance of the bidders knowing the Reserve Price fixed by the Government. The Government, while fixing the Reserve Price, should not have knowledge of the price bids submitted so that the fixing of the Reserve Price is not influenced by such knowledge. The Advisors do not finalize Reserve Price, as a conflict of interest may arise with them trying to keep them a low Reserve Price. The bidders are provided full comfort that their bids, once submitted, can in no way be tampered with by any agency.
- (v) For construction of housing for the poor, EWS and LIG through developers, it would be permissible not to go in for the auction route, keeping in view of the paramount public interest. Instead, development offers on pre-announced criteria can be invited through a two-stage bidding process. The policy for the allotment of the dwelling units after construction also should be rational, objective and transparent and stated clearly in the brochures/ advertisements.
- (vi) For projects leading to industrial development, the highest price need not be the main criteria nor should auction be the only mode of allotment. The department or the entity shall prepare and publish a list of its land assets. It may also indicate the kind of industrial development it is seeking (big, medium, small, micro, non- polluting, knowledge based, etc.) along with the tentative price which may be determined on the basis of acquisition price, cost of capital, development charges and premium as applicable. This information should be freely available in the public domain for at least a month before offers are received/ invited.

The offers should be evaluated on pre-specified and pre-announced criteria e.g. specified purpose, employment potential, likely tax- revenue, development of backward regions, economic development of disadvantaged communities, lower pollution levels, standard norms for land requirements for specific type of industries, and the past record of the

investors. Evaluation should be done by a Transaction Advisor, to be selected from the empanelled list of Transaction Advisors drawn up by the Finance Department through a transparent and competitive process and notified vide No. FS-116(PPP Cell)/2012 dated 10.09.2012.

- (vii) Project proposals for private educational institutions and medical facilities will be deemed to be commercial ventures, except where such projects are to be set up by public charitable trusts with no profit motives, and in existence for at least five years in the respective field, after inviting offers in a transparent manner. Trusts promoting such institutions have to be well-known for their services at the national or international level. The cases of allotment to charitable and reputed institutions fulfilling the above conditions should be referred to the Standing Committee of the Cabinet on industry, Infrastructure and Employment for a final decision.
- (viii) For the projects in the power generation sector, the auction route is not recommended given the possible impact on tariffs and questions of larger public interest. The department holding the land, in consultation with the Power & NES Department, would notify sites suitable for power generation projects, which will remain open and in the public domain for at least one month before offers are invited. Thereafter, the offers will be evaluated in consultation with Power & NES Department, based on clear-cut pre-announced criteria beneficial to the economy and well-being of the state such as lower tariffs, redressal of the thermal-hydro imbalance, green power and renewable obligations and offered in terms of the existing policy and legal framework for such power generation projects.
- (ix) All land allotment decisions should be taken by the Board(s) of the entities. In case land is owned departmentally, MIC's order will be inevitably required followed by a Cabinet decision. Under no circumstances should land allotment decision be taken without placing the matter to the full Board with adequate notice as may be required under the relevant statues/ rules and without recording detailed minutes.
- (x) Upon the completion of the formalities and selection of the allottee, a provisional Letter of Intent (LOI) should be issued. Each Department should frame its own LOI in consultation with the Law Department and strictly based on this policy with a specific time frame which shall in no case exceed three (3) years from the date of handing over the possession of the land.
- (xi) The provisional LOI should also specify the statutory clearances/licences/permissions that the allottee would be required to obtain within a definite time frame. This will include clearances from the West Bengal Pollution Control Board &/or the Ministry of Environment & Forests, fuel linkages, water availability, clearance and licences from the West Bengal Electricity Regulatory Commission, the Medical/Dental/ Nursing Council, the AICTE, the UGC, Municipality, Urban Planning etc., as may be required only for that specific purpose.
- (xii) The provisional LoI should be so drafted, as to enable the allottee to seek financial closure as well as obtain the relevant statutory clearances, in a definite time frame, in case the statutory clearances and or the financial closure are not forthcoming within the specified period, the provisional Lol shall be cancelled after following procedure laid down in the terms and conditions of the allotment.
- (xiii) The allottee will have to commit that post-allotment, any changes in the ownership structure of the allottee, would be indicated upfront to the lessor. In case the lessor is of the opinion that such changes would be detrimental to public interest, such as higher power tariffs, reductions in the housing entitlements for the original target group (e.g. EWS / Poor / LIG), lower tax revenues, lower employment, etc., the lessor may cancel the allotment after following the usual formalities.
- (xiv) In the event of special circumstances, the Government may, with the intention to protect and promote specific types of activities, or, to promote any emerging area of development activities, or, to reduce imbalances in any backward region, or, any strategic reason especially beneficial to the State, may with the approval of the State Cabinet, relax any or

some of the above mentioned criteria. The sponsoring departments will be required to prepare Cabinet proposals indicating the full extent of relief with justification.

(xv) Notwithstanding above, all decisions related to land allotment etc. should be proactively disclosed u/s 4 of the RTI Act.

4. The Departmental Secretaries may ensure strict compliance with the aforesaid policy- guidelines in the most transparent manner.

By order of the Governor,

Sd/-

(R.D. Meena)

Principal Secretary to the  
Government of West Bengal

No. 6686/1(87)-LP

Date: 26.12.2012

Copy forwarded for information and necessary action to the :

1. Additional Chief Secretary/Pr. Secretary/ Secretary to the Government of West Bengal Municipal Affairs Department.  
With the request to circulate this policy-guidelines to its parastatals (Corporations, Development Authorities), and urban local bodies etc. if any.
2. Commissioner, ..... Division.
3. Director of Land Records & Surveys, West Bengal.
4. District Magistrate & Collector
5. O.S.D to Chief Secretary to the Government of West Bengal.

Sd/-

Additional Secretary to the  
Government of West Bengal

**SOME IMPORTANT CIRCULARS ISSUED  
BY MUNICIPAL COMMISSIONER PREVIOUSLY**

**Comprehensive Delegation/Decentralization Series - 2**

**Dated : November 17, 2005**

Municipal Commissioner's Circular No. 27 of 2005-2006

Sub : Delegation of powers by Mayor-in-Council in respect of sanction and contractual execution of work and supply of materials with regard to such works.

In supersession of all earlier circulars/notes/arrangements with regard to the subject above and in terms of Section 48 (to be read with Section 44) of the KMC Act, 1980, the Mayor-in-Council of the K.M.C. has resolved on 11.11.2005 to delegate the power to sanction estimates upto Rs. 50 lakh to the Mayor of the Kolkata Municipal Corporation, provided the proposal for sanction of estimates is framed in terms of Section 44 and provided further that the proposal is moved by the Chief Municipal Engineer/Director General/Controlling Officer of the department concerned through the Commissioner and the Member concerned of the Mayor-in-Council to the Hon'ble Mayor;

provided further that in case of every such work, a Chief Municipal Engineers/Director General/Controlling Officer will move the file upward twice :

- i) Once, when the proposal is conceived; the proposal will be moved upward by the Chief Municipal Engineer/Director General/Controlling Officer after he receives the consent of the Works Committee and the Finance Department for issuing tender notices on obtaining necessary approval of Hon'ble Mayor;
- ii) Second time, for execution of work; after the Chief Municipal Engineer/Director General/Controlling Officer has received consent of the Tender Committee and the Finance Department for placement of work orders on obtaining approval of Hon'ble Mayor for the scheme.

It is further clarified that any estimate exceeding Rupees fifty lakh will have to be routed through the Mayor-in-Council meeting as usual.

All concerned will take necessary action accordingly.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

### **Comprehensive Delegation/Decentralization Series - 3**

**Dated : November 21, 2005**

Municipal Commissioner's Circular No. 28 of 2005-2006

Sub : Toward streamlining the Works Committee.

In supersession of all earlier circulars/notes/arrangements with regard to the subject above it is hereby directed that the Works Committee in the Kolkata Municipal Corporation will be henceforth consolidated and streamlined in the following manner :

#### **I. Composition**

1. A senior serving/retired engineer who has/had been at the service of the Central/State Government or the KMC or other public bodies, as to be nominated by the Mayor of Kolkata Municipal Corporation - Chairman (Hony.)
2.
  - i) C.M.E./D.G.(Civil) - Member
  - ii) C.M.E./D.G. (W.S.) - Member
  - iii) C.M.E./D.G.(P&D) - Member
  - iv) C.M.E./D.G.(SWM) - Member
  - v) S.O.(TID)/D.G. (Drainage) - Member
  - vi) C.M.E./D.G.(Bustee Development) - Member
  - vii) C.M.E./D.G./Dy. Ch. Engr. in-charge of Electricals - Member
  - viii) C.M.F.A. - Member
  - ix) C.M.A. - Member
  - x) DMC (Stores) - Member
3. Municipal Secretary - Member Convener

#### **II. Functions**

The Works Committee will examine :

1. whether at all a work requires to be undertaken from technical as well as financial point of view;
2. whether the work proposed is techno-economically viable;
3. whether the proposed work could have been done in a different manner or on a different technical/economic footing;
4. whether the work could be integrated with some other works.

### **III. Scope**

1. The Works Committee will examine every proposed scheme worth above Rs. 3 lakh and its recommendation will be a mandatory pre-condition for all sanctions and approvals of schemes valued above Rs. 3 lakh.
2. Irrespective of amounts involved, all works having policy implications must be referred to the Works Committee by Chief Engineer/Director-General.

### **IV. Practices & Procedures**

The Chief Municipal Engineers/Directors-General will send proposals for items to be discussed in the Works Committee to the Municipal Secretary as Member-Convener of the Works Committee by Saturday on every week, whereupon the issues will be discussed in the following Tuesday in the Works Committee meeting. No such reference to Works Committee need be routed through the Municipal Commissioner. No routing through the Finance Department also normally requires to be made before coming to the Works Committee and the funds availability position may be indicated by the department itself in its proposal to the Works Committee, though the Municipal Secretary, in extraordinary cases, may seek corroboration of the Finance Department on the funds availability issue even before the issue got to the Works Committee. The Municipal Secretary will prepare a prescribed format in which the proposals will be brought from the Chief Engineers etc. and will streamline other procedures. In the meeting itself, the Chairman of the Works Committee will record his acceptance or rejection of the proposal and the Municipal Secretary will communicate the acceptance/rejection decision to the Chief Municipal Engineers etc. without delay. During the communication of the decision from the Municipal Secretary to the Chief Municipal Engineers etc., no reference to the Municipal Commissioner will be required. In the cases of schemes between Rs. 3–5 lakh, the Chief Engineers etc. will directly communicate in file the decision of the Works Committee to the Member concerned of the Mayor-in-Council for obtaining a final certification regarding genuine need of the work (vide Municipal Commissioner's Circular No. 26, dated 12.11.2005). In case where a scheme is worth above Rs. 5 lakh, the Chief Municipal Engineers/Director General will route their files to the Mayor for sanction of the estimate through the Commissioner and the Member concerned of the Mayor-in-Council and in that context they will record the recommendation of the Works Committee.

### **V. Appeal**

In case a Chief Municipal Engineer/Director General of the Corporation is not happy with a decision of the Works Committee, he will have right to appeal to the Municipal Commissioner, whereupon the Municipal Commissioner may, after giving hearing to the Chairman of the Works Committee as well as to the Chief Engineer concerned, may dispose of the issue finally. The decision of the Municipal Commissioner will be binding on all.

The order issues with the approval of the Mayor-in-Council (vide its relevant resolution dated 18.11.2005).

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

### **Comprehensive Delegation/Decentralization Series - 4**

**Dated : November 24, 2005**

Municipal Commissioner's Circular No. 30 of 2005-2006

Sub : Toward streamlining the Tender Committee.

In supersession of all earlier circulars/notes/arrangements with regard to the subject above it is hereby directed that the Tender Committee in the Kolkata Municipal Corporation will be henceforth consolidated and streamlined in the following manner :

### **I. Composition**

- |  |                    |
|--|--------------------|
| 1. A senior serving/retired engineer who has/had been at the service of the Central/State Government or the KMC or other public bodies, as to be nominated by the Mayor of Kolkata Municipal Corporation | - Chairman (Hony.) |
| 2. i) C.M.E./D.G.(Civil)   | - Member           |
| ii) C.M.E./D.G. (W.S.)   | - Member           |
| iii) C.M.E./D.G.(P&D)  | - Member           |
| iv) C.M.E./D.G.(SWM)   | - Member           |
| v) S.O.(TID)/D.G. (Drainage)   | - Member           |
| vi) C.M.E./D.G.(Bustee Development)  | - Member           |
| vii) C.M.E./D.G./Dy. Ch. Engr. in-charge of Electrical   | - Member           |
| viii) C.M.F.A.   | - Member           |
| ix) C.M.A.   | - Member           |
| x) DMC (Stores)  | - Member           |
| 3. Municipal Secretary   | - Member Convener  |

### **II. Functions and Scope**

1. The Tender Committee will examine all proposals relating to the acceptance of tenders/quotations for contractual execution of works and supply of materials, when the total cost of a work exceeds Rs. 3 lakh.
2. The Tender Committee will also examine proposals of negotiated settlements with single parties, if such proposals are forwarded by the Chief Municipal Engineer/Directors General . If the Tender Committee finds the proposal for negotiated settlement acceptable, the same will thereafter be forwarded to the Mayor-in-Council by the Chief Municipal Engineer/Directors General through the Municipal Commissioner and the Member concerned of the Mayor-in-Council. It is obvious, however, that such negotiations will take place only in the rarest of the rare cases where avoidance of the option of multiple choices can be justified by the executing/procurement departments.
3. The Tender Committee will also examine the proposals relating to works/supplies valued below Rs. 3 lakh if the variation between the estimated cost and the tender value of a work differs to the tune of  $\pm 5\%$  or where the lowest tender/quotation is not recommended. The onus to refer all such cases to the Tender Committee lies with the executing/procurement department.

### **III. Practices & Procedures**

The Chief Municipal Engineers/Directors-General will send proposals for items to be discussed in the Tender Committee to the Municipal Secretary as Member-Convener of the Tender Committee by Saturday on every week, whereupon the issues will be discussed in the following Tuesday in the Tender Committee meeting. No such reference to Tender Committee need be routed through the Municipal Commissioner. No routing through the Finance Department also normally requires to be made before coming to the Tender Committee, though the Municipal Secretary, in extraordinary cases, may seek views of the Finance Department even before the issue reaches the Tender Committee. The Municipal Secretary will prepare a prescribed format in which the proposals will be brought from the Chief Municipal Engineers etc. and will streamline other procedures. In the meeting itself, the Chairman of the Works Committee will record his acceptance or rejection of the proposal and the Municipal Secretary will communicate the decision of acceptance/rejection to the Chief Municipal Engineers etc. without delay. During the communication of the decision from the Municipal Secretary to the Chief Municipal Engineers etc., no reference to the Municipal Commissioner will be required. In cases where a scheme is valued above Rs. 5 lakh, the Chief Municipal Engineer/Directors General will obtain the concurrence of the

Finance Deptt. for placement of Work Order on obtaining approval of Hon'ble Mayor of the scheme. In cases of schemes worth between Rs. 3-5 lakh, the Chief Municipal Engineer etc. will issue the Work Order on obtaining the approval of the Tender Committee, and then a final note of concurrence of the Finance Department.

The order issues with the approval of the Hon'ble Mayor.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

**Comprehensive Delegation/Decentralization Series – 5**

**Dated : November 30, 2005**

Municipal Commissioner's Circular No. 31 of 2005-2006

Sub : Delegation of Municipal Commissioner's power and functions in respect of personnel matters of K.M.C.

In supersession of all earlier circulars/notices/arrangements with regard to the subject above, and in terms of Section 48 (3) (b) of the KMC Act 1980, I hereby delegate the following powers with regard to the subject above, in the following manner :

- I.
  - i) The Joint Municipal Commissioner in charge of personnel matters will dispose of all matters relating to recruitment/appointment (subject to the proviso below). transfer, promotion, leave, other service matters and vigilance/disciplinary proceedings/issues etc. relating to all employees of Group 'B' and Group 'C' categories of the KMC;
  - ii) The Joint Municipal Commissioner in charge of personnel matters will also dispose of all issues relating to recruitment/appointment (subject to the proviso below), as well as vigilance/disciplinary proceedings/issues of all employees of Group 'D' categories of the KMC;
  - iii) The Deputy Municipal Commissioner in charge of personnel matters will dispose of all issues relating to transfer, promotion, leave and other service matters (excepting insofar as mentioned above) of all employees of the Group 'D' categories of the KMC;
  - iv) Notwithstanding (i) & (ii) above, the Deputy Municipal Commissioner incharge of personnel will also dispose of all matters relating to insertion of higher qualifications, correction of spelling of names and surnames and issuance of 'No Objection Certificates' for participation of sports and cultural programmes etc. in respect of all categories of employees of the KMC;
- II. Be it noted that :
  - 1) Despite the delegation above, all issues having implications for policy and/or the image and standing of this Corporation will be referred to the Municipal Commissioner without fail and the onus for bringing it upward will be on the officers exercising the delegated powers; provided further that all matters relating to recruitment/appointment will be treated as policy matters and whenever a positive decision toward appointment is to be taken the file will have to be brought to the Municipal Commissioner for prior policy clearance.
  - 2) Matters relating to appointment, transfer, posting, promotion, vigilance/disciplinary proceedings and other service issues (excepting to the extent mentioned in para I (iv) above) relating to Group 'A' employees will be brought to the Municipal Commissioner

in file by the Deputy Municipal Commissioner in charge of personnel, through the Joint Municipal commissioner in charge of personnel matters.

- 3) The Joint Municipal Commissioner in charge of personnel matters will also look after all matters relating to census works and Grievances of all Categories of Employees and in this capacity, he will be referred to as Employees Grievances Officer (EGO).
- 4) All disposals of all cases will obviously be done within the ambit of the KMC Act, 1980 and the existing rules/regulations.

This order is issued on the premise that this delegation would result in more effective and speedy disposal of personnel issues, leading to increased employees satisfaction as well as upgradation of the Organizational morale and its overall capacity.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

### **Comprehensive Delegation/Decentralization Series - 6**

**Dated : December 9, 2005**

#### Municipal Commissioner's Circular No. 32 of 2005-2006

Sub : Query-driven clarifications and consequent streamlining of delegation/decentralization initiatives.

The Municipal Commissioner's comprehensive delegation and decentralization circulars (Series 1 to 5) were elaborately discussed and deliberated upon in a broad-based workshop at Kolkata on 26-11-2005 in presence of the Hon'ble Mayor, the Members of the Mayor-in-Council, the Borough Chairpersons, all engineers of KMC from above upto the level of Executive Engineers and all officers of the Finance Department in the KMC upto the level of Dy. CMFA. Many engineers and officers of the Finance Deptt. of KMC sought clarifications with regard to some issues raised in the aforesaid circulars. The questions are hereby enlisted and the responses thereto are also provided authoritatively against those queries. These clarifications/interpretations/responses, as hereinunder given, will constitute an integral circular in the context of delegation/decentralization.

<b>Question</b>	<b>Answer</b>
1. Will an acting CME/DG have the same powers as are enjoyed by a regularly appointed CME/DG ?	Yes. An acting CME/DG will have the same powers and functions as a regularly appointed CME/DG. Further, when a Dy.C.E. functions as the Controlling Officer of a deptt., he will have the same authority, powers and functions as are enjoyed by a regular CME/DG.
2. Will the circulars apply to MPLADS and BEUP works as well ?	Yes, save and except to the extent that MPLADS/BEUP works will normally not be brought to the Works Committee for any scrutiny in view of the fact that MPs and MLAs have recommended the same. However, the CME/DG of the deptt. concerned will have the right and the responsibility to request the MP/MLA concerned if a particular work is to be technically recast on technical reason. In compelling cases, the CME/DG may, bring the subject to the Works Committee.
3. Will "supply from Stores Deptt." be guided by these circulars ?	A separate comprehensive circular is being separately issued shortly on this subject. Till then, the existing system and status quo may continue.



Question	Answer
4. Will other general purchases be guided by these circulars ?	No. A separate circular will be addressing this aspect and till such time, existing arrangements will continue.
5. In cases where the variation between the estimated cost and tender value of a work differs to the tune of +5%, will such cases be brought to the Mpl. Commr. or the Tender Committee for disposal?	All such cases will be referred to the Tender Committee for disposal. No reference need be made to the Municipal Commissioner normally, unless warranted by circumstances explained in the original aforementioned circulars.
6. What will be the approach to Annual Maintenance Contracts ?	This will be addressed in a separate circular and till such time, the existing system may continue.
7. What should be the approach in case of emergency work ; at which level should ex post facto ratification be obtained if emergency spot works have to be undertaken under extremely compelling circumstances ?	<p>In all such emergency cases of ex post facto ratification, the procedure and the levels will be exactly identical in the cases of pre facto approval. In other words, if certain levels have to be covered by an executing engineer in case of pre facto decision, then minimally the same levels will be covered by an executing engineer if he has to obtain the ex post facto ratification in such compelling circumstances. However, two over-riding clauses will qualify the position above :-</p> <p>(a) At least a telephonic pre facto approval will be obtained by every delegated level from his or her superior engineering level. In case of a Chief Engineer, this pre facto telephonic approval in general administrative sense will have to be obtained from the Mpl. Commr.</p> <p>(b) In all cases where the total expenditure involved in a work is likely to exceed Rs.50,000/-, the telephonic pre facto consent has to be obtained from a level not below that of the CME/DG concerned and the post facto formal endorsement in technical terms has to be obtained from that CME/DG concerned. As stated above, the expression CME/DG concerned will mean and include the acting CME/DG as well as Dy.C.E. acting as Controlling Officer.</p> <p>Provided further, that in case of ex post facto ratification, as and when such cases are referred to the Works Committee and Tender Committee, if a genuine difference of opinion arises between the CME/DG and the Works Committee/ Tender Committee on the ground of appreciation of the administrative exigency through which the work was generated, then the Municipal commissioner will have the decisive say in giving the final appreciation of the KMC regarding the said exigency for works upto Rupees five lakh (while beyond that, the matter will be referred to the Mayor/ Mayor-in-Council in terms of the original circulars). This administrative appreciation is incorporated in view of the fact, more often than not, the emergency works are undertaken on apprehension of danger to public safety etc.; provided further that every CME/DG concerned will submit a six-monthly statement to the Municipal Commissioner in the form of an MIS showing the nature and magnitude of such works.</p>

Question	Answer
8. Who will issue Work Orders ?	Normally, as per the existing practice, the Ex. Engineers of different departments will issue Work Orders on obtaining appropriate approval from the appropriate higher authority in terms of Mpl. Commr.'s Circulars (Series 1 to 5). However, in big projects with tendered value more than Rs. 100 lakh, as in existing practice, the CME/DG of the department concerned may issue the Work Orders and his decision will be final in this regard.
9. Who will accord technical sanction to deviation and extra works in cases involving compelling circumstances ?	As per existing practice, upto 15% of the total value of works, deviation and extra works will be sanctioned by the next higher level. In case of a CME/DG, this 15% deviation/extra work will be auto-given; in other words, the CME/DG concerned may self allow this 15% deviation. Beyond 15%, in case of a CME/DG., the file will come to the Works Committee. Provided further that every CME/DG concerned will submit a six-monthly statement to the Municipal Commissioner in the form of an MIS showing the nature and magnitude of such works.
10. Who will allow extension of time for completion of work beyond the stipulated time ?	For works valued upto Rs.1 lakh, extension of time may be allowed by the Dy.C.E. concerned, while beyond the above stated amount, such extension of time will require permission of the CME/DG concerned.
11. Who will execute Agreement relating to works on behalf of KMC ?	Existing arrangement may continue for the time being.
12. Will the tender formalities change in any way ?	Existing arrangement may continue though a comprehensive circular is being issued shortly.
13. What do we mean by "Finance deptt." with reference to the Mpl. Commr.'s Circular No.27 of 2005-06, i.e. in respect of sanction and contractual execution of works above Rs.5 lakh and upto Rs. 50 lakh ?	The Finance Deptt. here would mean the C.M.F.A.
14. Who will accord the sanction in case of works exclusively involving non-scheduled items ?	Upto the limit of Rs.50,000/-, CME/DG concerned may accord such sanction, while for above Rs.50,000/-, all such works will go to the Tender Committee for clearance.
15. Will single tender be considered ?	The Tender Committee will decide.
16. What will be the time deadlines for different deptts./ officers to clear files ?	A comprehensive circular will be issued shortly.
17. Who will accord permission for making payment against Proforma Invoice ?	The respective sanctioning authority may accord sanction for such payment against Proforma Invoice ; obviously with proper control mechanism, e.g. bank guarantee etc. as the case may be appropriate.

This circular issues with the approval of the Mayor-in-Council, vide its resolution dated 9.12.2005.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

**Comprehensive Delegation/Decentralization Series - 21**

**Dated : February 20, 2007**

Municipal Commissioner's Circular No. 23 of 2006-2007

Sub : Management of Assessment-Collection

In partial supersession/modification and in partial consolidation of all earlier circulars/notices/arrangements with regard to the subject above, it is hereby ordered that the structure of delegation of the Municipal Commissioner's powers regarding various aspects of Assessment-Collection of KMC will henceforth be as mentioned below :

<b>Main Activity</b>	<b>Sub-Activity/ Decision-point</b>	<b>Earlier Sanctioning</b>	<b>The Authority which is now Authority to exercise the delegated powers</b>
Mutation and Assessment	Simple Mutation	Dy. AC in charge	Dy. AC in charge
	Mutation – Apportionment without revaluation	Sum of valuation of all apportioned shares – Upto Rs. 7 lakhs : DAC Above Rs. 7 lakhs and upto Rs. 10 lakhs : AC Above Rs. 10 Lakhs : DMC (Rev)	Dy. Assessor-Collector (Irrespective of valuation)
	Mutation-Separation/ Amalgamation (after obtaining concurrence of CMATP Deptt., if necessary)	Valuation Upto Rs. 10 lakhs : AC Above Rs. 10 lakhs : DMC (Rev)	Area of mother plot/proposed Amalgamated plot  Below 500 Sq.m. : Dy. AC  From 500 Sq.m. upto less than 1000 Sq.m. : AC  From 1000 Sq.m. upto less than 1500 Sq.m : DMC (Rev)/ Ch. Manager (Rev)  From and above 1500 Sq.m. : Mpl. Commr.
	Mutation – Apportionment on Suo-moto/ Combined A-42 & suo-moto basis	DMC (Rev)	Sum of valuation of Apportioned shares -  Below Rs. 5 lakhs : Dy AC From Rs. 5 lakhs to Less than Rs. 15 lakhs : AC From and above Rs. 15 lakhs : DMC (Rev)/Ch. Manager (Rev)

<b>Main Activity</b>	<b>Sub-Activity/ Decision-point</b>	<b>Earlier Sanctioning</b>	<b>The Authority which is now Authority to exercise the delegated powers</b>
	Revaluation of any land/Building (Addition and alteration of property)	Sum total of valuation – Upto Rs. 7 lakhs : DAC Above Rs. 7 Lakhs and upto Rs. 10 Lakhs : AC Above Rs. 10 lakhs : DMC (Rev)	Valuation – Below Rs. 5 lakhs : Dy. AC From Rs. 5 lakhs to Less than Rs. 15 lakhs : AC From and above Rs. 15 lakhs : DMC (Rev)/Ch Manager (Rev)
	Simple mutation of Thika property (on production of Thikachallan)	Assessor-Collector	Deputy Assessor-Collector
	Mutation – Apportionment of Thika Property	DMC (Rev)	Assessor-Collector
	Mutation-separation of Thika property	DMC (Rev)	DMC (Rev)
	Mutation-Amalgamation of Thika Property	DMC (Rev)	DMC (Rev)
	Mutation and Assessment of land/building lying unassessed	Annual Valuation Below Rs. 10 lakhs : AC Rs.10 lakhs & above : DMC (Rev)	Annual Valuation Below Rs. 5 lakhs : Dy. AC From Rs. 5 lakhs to less than Rs. 15 lakhs : AC From and above Rs. 15 lakhs : DMC (Rev)/Ch. Manager (Rev)
	Pro Rata percentage of Arrear Tax Due	Deputy Assessor Collector	Deputy Assessor Collector
Collection	Issue of bills	Assistant Assessor-Collector	Systems generated
	Issue of LOI	Deputy Assessor-Collector	Systems generated
	Issue of NOD	Deputy Assessor-Collector	Systems generated
	Disconnection of Water Supply	Municipal Commissioner	Municipal Commissioner
	Distrain Warrant	Municipal Commissioner	Municipal Commissioner
	Issue of NOC	Deputy Assessor Collector	Deputy Assessor Collector
	Acceptance of part payment in suspense account/against LOI	Assessor-Collector	Deputy Assessor Collector
	Initiation & confirmation of adjustment	Deputy Assessor Collector	Assistant Assessor Collector
	Cancellation of adjustment	Deputy Assessor Collector	Deputy Assessor Collector
	Demand and old suspense entry	Deputy Assessor Collector	Deputy Assessor-Collector

<b>Main Activity</b>	<b>Sub-Activity/ Decision-point</b>	<b>Earlier Sanctioning</b>	<b>The Authority which is now Authority to exercise the delegated powers</b>
Duplicate Copy	Duplicate copy of bill/rate card etc.	Assessor Collector	Assessor Collector
Correction	Cancellation of wrong bill (paid/unpaid), deletion and updation of outstanding demand	Assessor Collector	Assessor Collector
Hearing	Issue of rate card	Assistant Assessor Collector	Systems generated (Authorized by Deputy Assessor Collector)
	Issue of Hearing Notice	Assistant Assessor Collector	Systems generated
	Issue of Approval slip	Assistant Assessor Collector	Systems generated (Authorized by Assistant Assessor Collector)
Cancellation of assessment	A-75 cases	DMC (Rev)	Assessor Collector
	MAT cases	Assessor Collector	Assessor Collector
	Cancellation of decided valuation u/s 192	Municipal Commissioner	Municipal Commissioner
	Confirmation of proposed valuation	DMC (Rev.)	Assessor Collector
	Confirmation of accepted valuation	Assessor Collector	Assessor Collector
Refund	Sanction of refund	Refundable Amount : Below Rs. 1 lakh : DMC (Rev) Rs.1 lakh and above : Mpl. Commr.	Refundable Amount : Below Rs. 1 lakh : DMC (Rev)/ Ch. Manager (Rev) Rs.1 lakh and above : Mpl. Commr.

Permission of inspecting premises will be given by the Assistant Assessor Collector on case-to-case basis. However, to deal with A-75/Separation/Amalgamation/Suo-moto cases/Revaluation which needs mandatory inspection, no prior permission is needed. Assessment Inspector will maintain a tour diary containing details of inspection/visit to the premises along with date, time, purpose and findings in a nutshell. Sub-Inspector and Bailiffs will also maintain tour diaries in similar fashion. This will be placed before the Assistant Assessor Collector once in a week and to the Deputy Assessor Collector once in a fortnight.

It is also made clear that giving retrospective effect of assessment, which may also involve Apportionment/Separation/Amalgamation which may lead to demand deletion shall be made with prior approval of DMC (Rev)/Chief Manager (Revenue).

This order issues with the approval of the Mayor-in-Council which resolved to accept the Municipal Commissioner's proposals in this regard on 27.5.2006.

Notwithstanding the delegation above, significant policy decision issues (e.g. sudden issuance of LOI notices in bulk in an area etc.) will invariably be referred to the undersigned without fail. No procedure or programme will be changed without the permission of the undersigned.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

**MUNICIPAL COMMISSIONER'S CIRCULAR NO. 09 OF 2007-2008**Sub : Management of Finance & Accounts Department.

In partial supersession/modification and in partial consolidation of all earlier circulars/notices/arrangements with regard to the subject above, it is hereby ordered that the structure of delegation of the Municipal Commissioner's powers regarding various aspects of management of Finance & Accounts Department, will henceforth be as mentioned below :

<b>Activity</b>	<b>Decision Tier</b>	<b>Existing authority</b>	<b>Proposed authority</b>	<b>Remarks (if any)</b>
Financial vetting of all files for execution of works, supply of materials and other works	For works/ supply of materials valued upto Rs.50,000	Municipal Accountant	Municipal Accountant	Sanction, vetting and execution by Executive Engineer after obtaining administrative approval from concerned Borough Committee (in case of Borough Integrated Works)/Dy. Chief Engineer (for linear technical functions), as mentioned in Municipal Commissioner's delegation orders earlier.
	For works/ supply of materials valued from Rs.50,001 to Rs.5,00,000	Dy. CMFA has authority upto Rs.1,00,000. Addl. CMFA has authority upto Rs.5,00,000	Dy. CMFA	Sanction, vetting and execution by Dy Chief Engineer for works/ supply of materials valued from Rs.50,001 to Rs.1,00,000, after obtaining administrative approval from the concerned Chief Engineer, as mentioned in Municipal Commissioner's delegation orders earlier. Sanction, vetting and execution by Chief Engineer for works/ supply of materials valued from Rs.1,00,001 to Rs.3,00,000, after consulting the MMIC concerned, as mentioned in Municipal Commissioner's delegation orders earlier. Sanction, vetting and execution by Chief Engineer after obtaining administrative approval from the Works Committee and after consulting MMIC concerned for works/ supply of materials valued from Rs.3,00,001 to Rs.5,00,000, as mentioned in Municipal Commissioner's delegation orders earlier.
	For works/ supply of materials valued from Rs.5,00,001 to Rs.15,00,000	Spl. CMFA	Addl. CMFA	Administrative approval by Mayor through Municipal Commissioner.
	For works/ supply of materials valued from Rs.15,00,001 to Rs.25,00,000	Spl. CMFA	Spl. CMFA	Administrative approval by Mayor through Municipal Commissioner.

Activity	Decision Tier	Existing authority	Proposed authority	Remarks (if any)
	For works/ supply of materials valued above Rs.25,00,000	CMFA	CMFA	Administrative approval through Mpl. Commissioner by Mayor for works/ supply valued upto Rs. 50 lakhs; by MIC for works/supply valued between Rs. 50,00,001 to Rs. 5 crores; and by Corporation for works/ supply valued above Rs. 5 crores.
Passing of bills	Value of bill upto Rs.1,00,000	Municipal Accountant upto Rs.50,000 and Dy. CMFA above Rs.50,000	Municipal Accountant	–
	Value of bill above Rs.1,00,000 (except final bills of the works where total cost of works exceeds Rs. 5 crores)	Dy. CMFA	Dy. CMFA	–
	Final Bills of the works where total cost of works exceeds Rs. 5 crores	Dy. CMFA	Addl. CMFA	–
Verification of revenue collection by Treasury Counters and different departmental collection counters.	–	Municipal Accountant	Municipal Accountant under the direct supervision of the Dy. CMFA concerned.	Dy. CMFA to arrange to furnish monthly reports to CMFA through Addl. CMFA and Special CMFA.
Concurrence for reimbursement of LTC bills of staff of KMC	For all category of staff	–	Addl. CMFA	–
Vetting of demand calculation carried out by Building Department for Building Plan Fees	Rates are not fixed as per schedule and fees are above Rs. 5 Lakhs and below Rs.1 crore	Municipal Accountant	Pre-audit by Mpl. Accountant before issue of Demand Notice	–
	Rates are not fixed as per schedule and fees are above Rs. 1 crore	Municipal Accountant	Pre-audit by Mpl. Accountant before issue of Demand Notice. Post-audit by Dy. CMFA	–

Activity	Decision Tier	Existing authority	Proposed authority	Remarks (if any)
	All other cases (i.e. cases where rates are fixed as per schedule or cases where rates are not fixed but fees are equal to or below Rs. 5 Lakhs)	Municipal Accountant	Post-audit by Municipal Accountant	–
Issuing of Form 16 to KMC staff except where tax is nil	–	Dy. CMFA	Dy. CMFA	–
Cheque signing authority	Cheque value upto Rs.1 crore	Two Signatories : 1. Any one of the Dy. CMFAs 2. Addl. CMFA/ Spl. CMFA/ CMFA	Two Signatories : 1. Any one of the Dy. CMFAs 2. Addl. CMFA/ Spl. CMFA/ CMFA	–
	Cheque value more than Rs.1 crore	Three Signatories: 1. Any one of the Dy. CMFAs 2. Addl. CMFA 3. Spl. CMFA/ CMFA or any one of the Dy. MCs or Mpl. Secretary or Chief Eng. or CMA&TP	Two Signatories : 1. Any one of the Dy. CMFAs / Addl. CMFAs 2. Spl. CMFA / CMFA	–

**Note :** In each of the above cases, the delegated sanctioning authority would exercise his/ her power under overall supervision of his/her immediate superior. Further, CMFA will be empowered to discharge all the powers delegated to the officers of the Finance & Accounts Department, and will be empowered to recommend withdrawal of any of the powers from his sub-ordinate officers.

This has the approval of Mayor-in-Council in its meeting dated 18-5-2007.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

**Comprehensive Delegation/Decentralization Series -29**

**Dated : 27.12.2007**

**MUNICIPAL COMMISSIONER'S CIRCULAR NO 32 OF 2007-2008**

**Sub : Delegation of Municipal Commissioner's powers in respect of sanction and contractual execution of works and supply of materials with regard to such works.**



In supersession of Municipal Commissioner's earlier Circular No. 26 of 2005-2006 dated November 12, 2005 with regard to the subject above and in terms of Section 48 (to be read with Section 44) of the KMC Act, 1980, I hereby delegate the following powers with regard to the subject above, in the following manner :

- (i) The Executive Engineers of all departments (irrespective of whether the linear arrangement of a given department is characterized by Borough-specificity or not) will be authorized to sanction, vet and execute works upto Rs. 1,00,000/- (Rupees One lac only) [inclusive of contractual procurement of materials with regard to such works] provided the following conditionalities are met by him :
  - (a) Certification regarding need to take up the work is obtained from the Borough Committee (where the work is Borough-integrated) or the Deputy Chief Engineer (where the work is linear departmental) in advance;
  - (b) Before issuance of Tender Notice, fund availability position should be ensured from the respective Controlling Officers, and the latter will be competent and authorized to devise their own mechanisms (one of the suggested methods being the C.R.N.Cell) for checking and arresting indiscriminate initiation of works;[provided, however, that in the case of Borough integrated fund / Borough fund / Restoration fund, C.R.N. will be issued by the Borough Officer/Borough Executive Engineer concerned, irrespective of the executing Departments];  
N.B. Ideally, the actions at a) and b) above should be converged together for expeditious disposal of cases.
  - (c) The tender/quotation is published in the Poura Tender Barta in advance and wide circulation in all usual ways (including Notice Board display etc.) is ensured and all other usual formalities in terms of extant laws/rules/circulars/practices are observed;
  - (d) Before finalization of tenders and issuance of work order concurrence of the Mpl.Acctt.(in case of tender amount upto Rs.50,000/-) and Dy.CMFA (in case of Rs.50,001/- to Rs.1.00 lac) [vide MC's Finance Department-related Circular No. 9 of 2007-08, dated 23.5.2007]should be obtained on points including observation of financial formalities etc.;
  - (e) A copy of the work order is endorsed to the Chief Municipal Auditor, who will, in turn, arrange suitable/sample audit of works from his end.;

Provided further that each Executive Engineer will furnish a quarterly report indicating the works undertaken by him in the preceding quarter (and his physical/financial progress/liabilities) to the Deputy Chief Engineer concerned, who will report the same to the Chief Engineer concerned, and in no quarter shall any work be undertaken by the Executive Engineer in excess of the fund availability in the given quarter.

Be it clarified and iterated that, even in the case of emergency works and spot quotations, a file need not be normally sent to Municipal Commissioner, since those files should be disposed of by the CME/DG/Controlling officer in terms of para-7 of MC's circular No. 32 of 2005-06 date December 9, 2005.

Be it also clarified that even if a work includes non-scheduled items, the technical points concerned should be disposed of by the CME/DG/Controlling officer, and the financial angle should be vetted by the Finance Department at the appropriate level, vide MC's aforesaid Circular No. 9 of 2007-08, dated 23.5.2007.

- (ii) The Deputy Chief Engineers of all departments (irrespective of whether the linear arrangement of a given department is characterized by Borough-specificity or not) will be authorized to sanction, vet and execute works valued from Rs. 1,00,001/- (Rupees One lac one only) upto Rs. 3,00,000/- (Rupees Three lakh only) [inclusive of contractual procurement of materials with regard to such works] provided the following conditionalities are met by him :

- (a) Certification regarding need to take up the work is obtained from the CME/DG/Controlling officer in advance, unless the same was recommended by the Borough Committee under the Borough Integrated/ Borough fund;
- (b) Before issuance of Tender Notice fund availability position should be ensured from the respective Controlling Officers, and the latter will be competent and authorized to devise their own mechanisms (one of the suggested methods being the C.R.N.Cell) for checking and arresting indiscriminate initiation of works;[provided, however, that in the case of Borough integrated fund / Borough fund / Restoration fund, C.R.N. will be issued by the Borough Officer/Borough Executive Engineer concerned, irrespective of the executing Departments] ;  
N.B. Ideally, the actions at a) and b) above should be converged together for expeditious disposal of cases.
- (c) 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, and all the other usual formalities in terms of extant laws/rules/circulars/practices are observed;
- (d) Before finalization of tenders and issuance of work orders, concurrence of the Deputy CMFA concerned [vide MC's Finance Department-related Circular No. 9 of 2007-2008, dated 23.5.2007] is obtained including observation of financial formalities etc.;
- (e) A copy of the work order is endorsed to the Chief Municipal Auditor, who will, in turn, arrange suitable/sample audit of works from his end.

Provided further that each Deputy Chief Engineer will furnish a quarterly report indicating the works undertaken by him in the preceding quarter (and his physical/financial progress/liabilities) to the Chief Engineer/DG/Controlling officer concerned, and in no quarter shall any work be undertaken by the Deputy Chief Engineer in excess of the fund availability in the given quarter.

Be it clarified and iterated that, even in the case of emergency works and spot quotations, a file need not be normally sent to Municipal Commissioner, since those files should be disposed of by the CME/DG/Controlling officer in terms of para-7 of MC's circular No. 32 of 2005-06 date December 9, 2005.

Be it also clarified that even if a work includes non-scheduled items, the technical points concerned should be disposed of by the CME/DG/Controlling officer, and the financial angle should be vetted by the Finance Department at the appropriate level, vide MC's aforesaid Circular No. 9 of 2007-08, dated 23.5.2007.

- (i) The Chief Engineers/DGs/Controlling Officers of all departments (irrespective of whether the linear arrangement of the given department is characterized by Borough-specificity or not) will be authorized to sanction, vet and execute works valued from Rs.. 3,00,001/- (Rupees Three lakhs one only) upto Rs. 5,00,000/- (Rupees Five lakh only) [inclusive of contractual procurement of materials with regard to such works] provided the following conditionalities are met by him :
  - (a) Certification regarding need to take up the work is obtained from the MMIC concerned in advance;
  - (b) Before issuance of Tender Notice, fund availability position will be ensured by the respective Controlling Officers, and the latter will be competent and authorized to devise their own mechanisms (one of the suggested methods being the C.R.N.Cell) for checking and arresting indiscriminate initiation of works;[provided, however, that in the case of Borough integrated fund / Borough fund / Restoration fund, C.R.N. will be issued by the Borough Officer/Borough Executive Engineer concerned, irrespective of the executing Departments];  
N.B. Ideally, the actions at a) and b) above should be converged together for expeditious disposal of cases.
  - (c) 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, and all other usual formalities in terms of extant laws/rules/circulars/practices are observed;
- (d) Before finalization of tenders and issuance of work orders, concurrence of Dy. CMFA [vide MC's Finance Department-related Circular No. 9 of 2007-08, dated 23.5.2007] concerned should be obtained on points including observation of financial formalities etc.;
- (e) A copy of the work order is endorsed to the Chief Municipal Auditor, who will, in turn, arrange suitable/sample audit of works from his end.

It is further generally directed that

1. For the above works, no reference to the Tender Committee or Works Committee would be required upto the tendered amount to Rs.5 lacs in case of Tender Committee and estimated amount to Rs. 5 lacs in case of Works Committee.
2. In case of any work having any angle involving inter-departmental co-ordination or policy and/or significant risk to the image and the standing of this Corporation, the issue will be referred to the Principal Chief Engineer concerned, without fail, (if the issue is intra-civil cluster or intra-mechanical/electrical cluster) and to the Municipal Commissioner if the issue is inter-cluster and cross-organisational.
3. No work should be artificially split-up for enjoying the delegated powers at any level and all cases with artificial split-up will be dealt with severely.
4. No work should be taken up without obtaining CRN as in vogue and, notwithstanding the delegation envisaged above, this centralized monitoring of fund availability position in terms of the extant budget in force will be exercised by the finance department.
5. While this Circular supersedes/substitutes MC's Circular No. 26 of 2005-2006 dated 12.11.06, it has to be read with his Circular No. 27 of 2005-2006 dated 17.11.05, Circular No. 28 of 2005-2006 dated 21.11.05 and Circular No. 30 of 2005-2006 dated 24.11.05 as well as Circular No. 32 of 2005-2006 dated 21.12.05 etc. though in cases where the provisions of this Circular collide with the provisions of those Circulars, the present Circular will prevail. Indeed, following this Circular, marginal modifications in those other Circulars are also following.
6. Notwithstanding above, the Municipal Commissioner may revoke / withdraw / bring back into himself any or all of the powers from any or all of the delegates at any point of time without assigning any reason whatsoever. He may also call for any or all of the files from any or all of the delegates, and in such a case, if he chosen to pass any order, the same shall be final and overriding.

The Circular issues with the approval of the Mayor-in-Council (vide its resolution dated 20.12.2007).

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

**Comprehensive Delegation/Decentralization Series – 31**

**Dated : 31.12.2007**

**MUNICIPAL COMMISSIONER'S CIRCULAR NO. 34 OF 2007-2008**

Sub : Management of Solid Waste Management Department.

In partial supersession/modification and in partial consolidation of all earlier circulars/notices/arrangements with regard to the subject above, it is hereby ordered that the structure of delegation

of the Municipal Commissioner's powers regarding various aspects of management of Solid Waste Management Department, will henceforth be as mentioned below :

<b>Activity</b>	<b>Sub-Activity</b>	<b>Proposed Sanctioning Authority</b>
Primary Collection	Placement of mazdoors for daily sweeping and collection of wastes in the block after physical verification of mazdoors present.	Sub-overseer
	Waste clearance from Trash Bin and cleaning the same.	
	Cleaning of garbage from open spaces.	
	Ensure 100% door-to-door collection in his block and maintain the same.	
	Locating unauthorized waste dump site. Cleaning it and taking action to stop such bad practices.	
	Dressing of vats and proper loading of containers.	
	Arranging group work within the block in the 2nd half (2nd sweeping) to keep the total area clean.	
	Ensuring timely removal of carcass from his block.	
	Arranging awareness campaign within the block once in a month.	
	Cleaning of "Gully Grids".	
	Prompt action to be taken against any complaint received from the residents of the block.	
	Ensuring through Sub-Overseer, dressing of vats and proper loading of containers.	Overseer
	Ensuring timely removal of carcass from the ward.	
	Street sweeping and door-to-door collection within the ward allotted.	
	Physical verification of mazdoors frequently during working hours.	
	Timely removal of sullage from the ward.	
	Ensuring 100% door-to-door collection and submit monthly report to Assistant Director, S.W.M.	
	Meeting with Sub-overseers once in a week for betterment of service.	
	Stopping overloading of container by mazdoors to prevent spillage of waste on road during transportation.	
	Supervising works of contractual mazdoors.	
	Arranging handcarts for each mazdoors in consultation with supervisor.	
	Taking prompt action against complains received.	

<b>Activity</b>	<b>Sub-Activity</b>	<b>Proposed Sanctioning Authority</b>
	Ensuring that leave substitutes in leave vacancy are engaged in time.	
	Issuing notice against unauthorized throwing of garbage.	
	Arranging awareness campaign once in a month within the ward.	
	Issuing license for temporary occupation.	
	Supervising the group work by turn in various blocks daily.	
	Ensuring that all vehicles reports timely for removal of garbage with good cover / tarpaulin.	
	Ensuring removal of silt and rubbish etc. other than garbage timely.	Supervisor
	Stopping unauthorized removal of rubbish, earth from any source by private contractors' vehicles.	
	Placing proposal for additional handcarts for mazdoors working without own handcart.	
	Arranging awareness campaign to stop unauthorised dropping of wastes in the area where necessary once in a month at Borough level.	
	Monitoring the works of overseers under him to keep the area clean in all respect.	
	Keeping close contact with garages for proper services rendered by S.W.M-II.	
	Checking/ verifying whether complaints are attended in time or not.	
	Arranging for timely removal of sullage from the Borough.	
	Verifying reserve list before engaging labour.	
	Ensuring utilization of mazdoors in accordance with the works norm.	
	Checking the weekly staggered off days of Sub-overseer.	
	Engaging leave substitute in time.	Asst. Director, SWM-I
	Ensuring that payment of leave substitute is made within next month.	
	Ensuring 100% door-to-door collection in the Borough.	
	Ensuring proper services of contractual mazdoors and transporters in his Borough.	
	Ensuring that all the contractual vats are cleared by 12 noon excepting market vats and afternoon services.	
	Ensuring removal of carcass as early as possible but should not take more than 4 hours.	
	Frequently checking services of street watering vehicles. Ensure good washing and cover maximum area as possible in consultation with Garage In-charge.	

<b>Activity</b>	<b>Sub-Activity</b>	<b>Proposed Sanctioning Authority</b>
	Ensuring Placement and maintenance of 'Trash Bins' with the Borough.	
	Checking works of Supervisor, Overseer and Sub-overseer in a regular and systematic manner.	
	Meeting with Supervisor and Overseer once in a week for betterment of service.	
	Inspection daily 4 hours minimum to ensure proper conservancy service.	
	Attending any complaint within 24 hours.	
	Ascertaining daily generation of garbage / silt / rubbish etc.	
	Coordinating with other department of KMC as and when necessary.	
	Checking proper covering of transport vehicles both contractual and departmental.	
	Carrying out strict supervision of all contractual works and certification.	
	Ensuring removal of sullage within 72 hours after realisation of charges.	
	Giving approval of temporary occupation in public thoroughfare.	
	Implementing works norm for SWM mazdoors.	
	Keeping close contact with Councillors / public representatives in SWM Connection	
	Any information that is wrongly mentioned in connection with the entry of trip card should be rectified.	
	Ensuring 100% door-to-door collection in the Boroughs under him.	Dy. Director, SWM-I
	Meeting Asst. Directors and Supervisors of each Borough once in a month.	
	Conversion of open vats into container system in consultation with Garage In-charges and Asst. Director, SWM - I.	
	Taking action for conversion of open contractual vats into direct loading system.	
	Approval of silt and rubbish trips based on the proposal of Asst. Director.	
	Preventing / controlling no. of trips in the Boroughs under him.	
	Ensuring that each mazdoor should get one hand cart / tricycle van for his work.	
	Certification of each contractual work in each Borough.	

Activity	Sub-Activity	Proposed Sanctioning Authority	
	Inspection of works daily at least in one Borough.		
	Implementing Waste Handling Rule,2000.		
	Keeping close contact with Garage in-charge, Private transporter , Public representatives for smooth conservancy services in the Borough.		
	Approval of rectification of trip card on recommendation of Asst. Director, SWM-I.		
	Exercise close supervision on the works of Sub Assistant Engineer / Asstt. Engineer placed under him and spot checking of works done by them.	Exe. Engineer (C)-II & Exe. Engineer (C)-III	
	Overall in charge of planning and execution of civil works in connection with construction / maintenance of borough offices, ward offices, vats, labour qtrs., ward depot building etc.		
	In connection with different garages under S.W.M-II deptt. planning, construction / maintenance of civil works.		
	Taking steps for execution of different works as per approved scheme and to assist the Dy. Chief Engineer(SWM-I), Dy. Chief Engineer(SWM-II) & Chief Mpl. Engineer (SWM) for calling Tender / quotation for the works and supervision of the same.		
Transportation	Authorized signatory on trip cards of contractual vehicles for garbage transportation.		Sub-overseer, Overseer, Supervisor, Asstt. Director.
	Authorized signatory on trip cards of contractual vehicle for silt, rubbish and wastes other than garbage.		
	Satisfactory loading of direct loading vehicles to be checked regularly.		Sub-overseer
	Proper covering of vehicle before leaving for disposal.		Overseer
	Monitoring of placement of contractual vehicle in time for transportation of garbage.		
	Attending only assigned vat.	Lorry Driver	
	Fixing of cover / tarpaulin during transportation.	Supervisor	
	Ensuring that unauthorized silt / rubbish are not transported by conservancy vehicles.		
	Monitoring the work of daily removal of vats & container points in time.	Asstt. Director, S.W.M-I	
	Monitoring and controlling no. of trips against each vat.		
	Preparing and sending performance report of contractual transportation of garbage / carcass / sulladge to Dy. Director.		
	Certification for contractual transportation work within the Borough.		

<b>Activity</b>	<b>Sub-Activity</b>	<b>Proposed Sanctioning Authority</b>
	Obtaining necessary permission for removal of waste apart from daily generation.	
	Time to time inspection of services of hired lorries.	Dy. Director
	Taking action for cancellation of work order of contractual vehicles for unauthorized transportation.	
Collection of revenue/ fees/charges	Collection of fees / charges for temporary occupation of footpaths/roadways.	Overseer
	Collection of trade refuse for new cases.	
	Collection of charges for 3 star & above hotels/private Market/garden refusal/sulladge/carcass etc.	
	Collection of charges for removal of garbage other than ceremonial house.	
	Ensure 100% collection of charges / fees.	Asst. Director, S.W.M-I
	Collection of charges for disposal of waste by public undertaking institution other than garbage/rubbish.	Exe. Engineer (C)-I
	Collection of charges for disposal of non-hazardous waste by private commercial / industries.	
Planning & Development	Planning for modification of design of conservancy articles.	Exe. Engineer (C)-II &
	Design and development of hand carts / cycle van for primary collection.	Exe. Engineer(C)-IV
	Development of bucket for primary collection.	
	Development of Trash bin for waste collection.	
	Development for smooth transportation of garbage by vehicle.	
	Planning for introduction of new system as per solid waste handling rule.	
Disposal	Placement of mazdoors for daily sweeping and daily maintenance of open nikashi drain etc. after physical verification of mazdoors present.	Sub-overseer, Disposal
	Placement of “manning mazdoors” at disposal site and security arrangement at convenient places.	
	Supervising proper disposal of garbage, silt, rubbish & carcass.	
	Refilling of fuel to the dozers allotted by the Dhapa garage in presence of dozer operators according to their requirement and to be recorded in the fuel register.	
	Daily checking of type of waste at the disposal site & to report S.A.E./Overseer.	
	Daily checking of proper covering of vehicle at the Check Post and to report S.A.E./Overseer.	



<b>Activity</b>	<b>Sub-Activity</b>	<b>Proposed Sanctioning Authority</b>
	Daily checking of authorized signatory on trip cards of contractual vehicles for garbage, silt/rubbish before recording in the computer & to report S.A.E./Overseer.	
	Exercising close supervision on the works of the labour staff placed under sub-overseer and regular checking of works done by him.	Overseer, Disposal
	Daily report to S.A.E./A.E. about the status of sweepers absenteeism, area not covered due to absenteeism, action taken or action proposed to be taken.	
	Receiving the fuel from garage and maintain the stock and other conservancy articles required for conservancy services.	
	Issuing fuel to the dozer operators as per requirement for daily dressing and levelling of garbage, silt/ rubbish.	
	Communicating with garages incase of any breakdown of vehicles including dozers for solving the problem immediately.	
	Looking after proper utilization of street watering & washing vehicles engaged for landfill site.	
	Checking of vehicles having non conforming waste and cancellation of the same by instructing the computer operators and other staffs.	
	Supervising the security staff in three shifts.	
	Instructing dozer operators about the cell to be used for disposal from time to time and report to A.E. / E.E. and to check the disposal site at the end of the day.	
	Exercising close supervision on the works of the labour staff placed under sub-overseer / overseer and regular checking of works done by him.	Sub Assistant Engineer
	Checking of vehicles having non conforming waste and cancellation of the same.	
	Checking the proper utilization of cell or space allocated for the dozer operator for dressing and leveling of every day's waste disposal.	
	Issuing fuel to the dozer operators as per requirement and to communicate with other garages in case of any break down of vehicles and other inconveniences.	
	Keeping a regular supervision on the construction and operational practices of waste disposal system.	
	Exercising close supervision on the works of Sub Assistant Engineer / Overseer placed under him and spot checking of works done by them.	Assistant Engineer
	Supervising the arrangement for phase operation of landfill site and to make recommendations for improvements.	

Activity	Sub-Activity	Proposed Sanctioning Authority
	<p>Making interdepartmental references with various departments as and when necessary as well as to make correspondence and to co-ordinate with outside agencies.</p> <p>Exercising close supervision on the works of the computer operators and other staffs and to clarify the waste disposal trend as and when required.</p> <p>Any rectification in connection with the trip token is required to be made.</p> <p>Taking steps against un-authorised works related to the waste disposal system.</p> <p>Attending the landfill site daily and to ensure proper management of works of the landfill site.</p>	
	<p>Exercise close supervision on the works of Sub Assistant Engineer / Asstt. Engineer placed under him and spot checking of works done by them.</p> <p>Overall in charge of planning and execution of civil works and management of waste disposal sites.</p> <p>Implementation of 'Waste Handling Rule' 2000' pertaining to waste disposal facilities at the landfill site.</p> <p>Taking steps for execution of different works as per approved scheme and to assist the Dy. Chief Engineer(SWM-I)/Chief Mpl. Engineer (SWM) for calling Tender / quotation for the works and supervision of the same.</p> <p>Issue of permission to the public undertaking institution / private commercial / industries against collection of charges for disposal of waste with prior approval of Dy.C.E.(SWM-I) / C.M.E.(SWM).</p> <p>Inspection of processing sites &amp; report to be submitted to Dy. Chief Engineer (SWM-I) &amp; Chief Mpl. Engineer (SWM).</p> <p>Monitoring of complaints.</p> <p>Approval of rectification in trip token on recommendation of concerning Asst. Engineer.</p>	Exe. Engineer(C)-I
Primary Collection, Transportation & Disposal	<p>Exercising close supervisions on the works of Executive Engineer and his subordinates place under them and spot checking of works done by them.</p> <p>Overall planning and execution of primary collection and waste disposal site.</p> <p>Procurement of primary collection equipment like handcarts and related accessories.</p> <p>Implementation of Municipal Solid Waste Handling Rule,2000 in primary collection and disposal system.</p> <p>Authority of permission of disposal charges in Dhapa Dumping Ground.</p>	Dy. Chief Engineer (SWM-I)

Activity	Sub-Activity	Proposed Sanctioning Authority
	Framing the inventory of the spare parts, various types of oils, lubricants etc. for all the garages. Requisition of spares under S.W.M.-II.	Dy. Chief Engineer (SWM-II)
	Planning the future programme for improvement of maintenance facilities for the vehicles under S.W.M.-II.	
	Optimisation of the transportation routine system. Procurement of new vehicles, equipments for SWM Deptt.	
	Over all supervision for the work of Executive Engineers & Assistant Engineers of garages.	
	Implementation of M.S.W.Handling Rule,2000 in transportation and disposal system.	
	Deployment and proper services of Mechanical Sweeper.	
	Preparing of the list of vehicles & equipments in consultation with Asstt. Engineer which are to be condemned on the basis of proposal from Garages / Workshops.	Exe. Engineer (M)
	Implementation of M.S.W.Handling Rule,2000 in transportation and disposal system.	
	Procurement of spares, hydraulic oil & different type of lubricants etc. for daily use in consultation with stores.	
	Functioning of Mechanical Sweeper and Street Watering vehicle.	
	Conversion of open vat points into container points. (Departmental vehicles)	
	Programming of the duties of the lorries and other vehicles engaged in disposal of garbages to the dumping ground and other allied duties.	Garage - In - Charges
	Deployment and proper services of Mechanical Sweeper.	
	Timely transportation of garbage from assigned vat points / container points.	
	Ensure fitting & fixing of cover for container / lorry / Dumper Placer during transportation.	
	Approval of engagement of leave substitute from reserve list.	Chief Mpl. Engineer (SWM)
	Steps for total collection of wastes through sub-overseer / overseer and Asstt. Director.	
	Stop double handling of wastes following waste handling rule, 2000.	
	Implementation of Policy decision of the authority.	
	Segregation of waste at source through Dy. Directors and Asstt. Directors.	

<b>Activity</b>	<b>Sub-Activity</b>	<b>Proposed Sanctioning Authority</b>
	Regular monitoring of daily M.S.W. removal activities.	
	Approval of direct loading system to minimise open vats from the city.	
	Reduction of waste transportation time to make the city cleaner than earlier.	
	Provide storage facilities for pedestrians to stop littering.	
	Decision on shifting of vats and container points.	
	Control and improvement of waste transportation activities at Check Post to optimise the expenditure.	
	Arrangements of proper treatment and disposal facilities (composting and landfill).	
	Design of all three components of S.W.M. i.e. primary collection, transportation and disposal for betterment.	

**Note:** In case of the above cases, the delegate sanctioning authority would exercise his/her power under overall supervision of his/her immediate superior. Further, CME (SWM) will be empowered to discharge all the powers delegated to the officers of the SWM Department, and will be empowered to recommend withdrawal of any of the powers from his sub-ordinate officers.

This has the approval of Mayor-in-Council in its meeting dated 20-12-2007.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

