



**Empowering with information**

**COMPENDIUM OF IMPORTANT  
DEPARTMENTAL CIRCULARS / ORDERS**

**2013 - 14**

**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.  
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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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Circular No.	Date	Brief Description	Related Deptts./ Subject/Issued By	Page No.
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78	26/12/2013	All officials from Deputy manager cadre are to maintain 'Work Diary' for their assigned jobs and the Controlling Officers will review movement of files at least twice in a month and to take corrective measure.	General Administration	56
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Circular No.	Date	Brief Description	Related Deptts./ Subject/Issued By	Page No.
18	25/05/2013	Restriction of taking leave by officials of Engineering dept., SWM and Health Dept. and earmarked officials of P& D dept. and KEIP to be posted in Civil Engg. Dept. & Drainage Deptt. during monsoon period.	Monsoon season related	65
20	28/05/2013	Meeting notice on every Saturday at 3 PM to monitor the activities of Drainage PS, SWM dept., Parks & Squares deptt., and Civil Engg. Dept. in regard to monsoon and water logging related works.	Monsoon season related	65
24	10/06/2013	Emergency arrangements during the ensuing Norwester/ rainy season in the next few months of 2013.	Monsoon season related	65
34	08/07/2013	Drainage Dept. to process bills for payment of installation of pumps particularly for monsoon specific works with a certification of concerned Borough Chairman.	Monsoon season related	73
35	13/07/2013	DGs /Controlling Officers/ Dy. Chief Engineers of all departments to remain present at the pumping stations as per list during heavy rainfall.	Monsoon season related	74
97	03/02/2014	Controlling Officers and HODs of KMC are to comply with the provisions made in respect of the Employees Provident Fund and Miscellaneous Provisions Act, 1982, in the matter of workers engaged directly or through an agency or by the Personnel Dept. All COs /HODs are to submit report to Mpl. Secretary on all contractual employees regarding wages drawn and deduction towards EPF.	Municipal Secretary	75
95	25/01/2014	Procedural modification for execution of MPLAD scheme MPLAD/BEUP Cell.	MPLAD	76
15	17/05/2013	As partial modification to MC's Circular No. 94 of 2012-13 dated 06-02-2013, in case of MSDP project, the file should be placed before Accounts Dept. for vetting and thereafter work order be issued.	MSDP	76
58	24/09/2013	New guideline for MSDP to put emphasis on education, health, and employment generation projects. All concerned to draw up proposal and forward to Manager, SW&UPA.	MSDP	76
4	11/04/2013	Medical Reimbursement facility for Councillors and employees of KMC shall be continued from 01-04-2013 to 31-04-2014 keeping parity with previous Circular No. 46 of 2012-13 dated 12-09-2012.	Municipal Secretary	77
16	17/05/2013	Casual workers engaged by KMC or through an agency will have to put their signature / thumb impression in the Attendance Register maintained by the concerned Dept.	Municipal Secretary	77
25	11/06/2013	In partial modification of MC'S Circular No.16 of 2013-14, casual workers engaged by KMC or through an agency will have to put their signature/thumb impression in the Attendance Register maintained by the concerned Deptt.	Municipal Secretary	77
60	29/04/2013	Duty timings of NPR cum Aadhar Cell functioning at each Borough.	NPR-Aadhar	77
96	29/01/2014	In partial modification of M.C's Circular No. 73 of 2013-14 dated 02.12.2013, the remaining works of Census Operations e.g. NPR-cum-Biometric operations, 6th Economic Census -2013, SECC-2011 and Digitization of Ration Cards etc. will be under the control of Ex. Engineer (Civil) of the respective Boroughs and under Special Officer , Joka-I & Joka-II.	NPR-Aadhar/ SECC/ Digitization of Ration cards	77

Circular No.	Date	Brief Description	Related Deptts./ Subject/Issued By	Page No.
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28	13/06/2013	Regarding issue of O.T. Allowance/ Holiday Allowance MC's Circular No. 14 of 2013-14 dated 14-05-2013 to be kept in abeyance, and settlement of claim will be decided by Mpl. Commissioner on the recommendation of Jt. Mpl. Commissioner (Gen.) and Controlling Officers.	Personnel	78
36	16/07/2013	Holiday/Tiffin Allowance and O.T. Allowance of KMC employees in Non- Engineering cadres.	Personnel	79
48	03/09/2013	In partial modification of MC's Circular No. 36 of 2013-14 dated 16-07-2013 employees of certain listed departments are to follow the previous orders in respect of O.T allowances/ Holiday allowances/ Tiffin allowances.	Personnel	80
49	04/09/2013	Municipal Commissioner's Circular No. 48 of 2013-14 dated 03-09-2013 to be kept in abeyance until further orders.	Personnel	80
50	05/09/2013	In partial modification of MC's Circular No. 36 of 2013-14 dated 16-07-2013 the decision was taken in settling the issue of Holiday allowances/ Tiffin allowances/Night Allowance.	Personnel	80
1	02/04/2013	CME (P&D) to act as Nodal Officer to supervise all engineering jobs, to coordinate with external agencies/departments with emphasis on Fire Safety and maintenance of Star Theatre.	Planning and Development	81
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83	04/01/2014	KMC shall not be liable to pay Service Tax in view of the provision contained in the Notification No. 25 of 2012 dated 20-06-2012, issued by GOI, Ministry of Finance, Deptt. of Revenue.	Service Tax related	86
102	21/02/2014	KMC shall not be liable to pay Service Tax given by any agency, in view of the provision contained in the Notification No. 25 of 2012 dated 20-06-2012, issued by GOI, Ministry of Finance, Dept. of Revenue. This circular supersedes Mpl. Commissioner Circular No. 83 of 2013-14 dated 04-01-2014.	Service Tax related	86
11	11/05/2013	Committee of Engineers formed to examine status of work of upgradation of man entry brick-sewer along R.B. Avenue.	Sewerage and Drainage	87
37	17/07/2013	Dedicated cell has been formed to monitor NGRB works and S&D Dept. declared as Nodal Department for such work.	Sewerage and Drainage	87
61	25/09/2013	Opening of separate bank Account by Borough Executive Engineers and Special Officer, Joka-I & II for depositing funds earmarked for G.R., Census, SECC etc.	Social Welfare & Urban Poverty Alleviation	87
73	02/12/2013	In partial modification of M.C's Circular No. 61 of 2013-14 dated 25-09-2013, a separate new Bank account to be opened in all the Boroughs and in Joka-I & II for depositing fund earmarked for G.R., Census, SECC etc.	Social Welfare & Urban Poverty Alleviation	88

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Related Deptts./ Subject/Issued By</b>	<b>Page No.</b>
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98	07/02/2014	Distribution of Normal GR-2012-13 in cash against fund sanctioned by the Dept. of Disaster Management, Govt. of West Bengal.	Social Welfare & Urban Poverty Alleviation	90
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57	23/09/2013	All garage-incharge of central garage and other garages to ensure clearing of garbage from different vat points within 11:00 A.M.	Solid Waste Management	91
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29	17/06/2013	In partial modification of MC's Circular No. 19 of 2013-14 dated 27-05-2013, deduction of electricity charges from certain category of Group 'D' employees to be kept in abeyance.	Staff Records & Accounts Cell	92
68	04/11/2013	Modification of Tender procedure to be followed in KMC.	Supply	92
69	23/11/2013	In pursuance to MC's Circular No.68 of 2013-14 dated 4.11.2013 regarding submission of Tender matter to be published in daily Newspaper as per prescribed format.	Tender	94
93	18/01/2014	Barrackpore- Baranagar Metro Project- Constitution of a Committee to decide on the methodology of closing two transmission mains of KMC, safety measures of existing mains, to prepare contingency plan and to submit report.	Water Supply	94
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**OFFICE OF THE JOINT MUNICIPAL COMMISSIONER (G & D)**

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Department concerned</b>	<b>Page No.</b>
Communique	11/04/2013	Officials of the Borough Offices under the Dept. of Social Welfare & Urban Poverty Alleviation are to submit the status of fund as stood on 31-03-2013 pertaining to the dedicated account of IGNOAPS.	Social Welfare & Urban Poverty Alleviation	106
	08/10/2013	Director Generals to supervise the immersion of idols at different ghats as per the schedule.	Festive Season related	106
	29/11/2013	All files related to Education and Census department will be routed through Saadia Alam, (P.C.S), OSD, KMC.	Education & Census	106

**BUILDING DEPARTMENT**

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
1	01/04/2013	Only Bar Code Computer Generation Demand notice to be issued.	D.G. - II (Building)	107
1	02/04/2013	Licence Bldg Surveyors should have at least Diploma in Civil Engineering and should have 5 years of licence to take the responsibility of a primary design of a structure given details of all structural elements, specification of all materials along with structural design based report.	D. G. (Building)	107

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
2	10/04/2013	In respect of Joka - I & II area letter to be issued to the Zila Parisad with a request to issue Completion Certificate from their end for application which are pending before KMC.	D.G. (Building)	107
3	24/03/2014	Filling up of the 3 pages format during processing of working files of unauthorized construction U/s. 400 of KMC Act, 1980 for better processing of files with complainant details and infringement statement at the time of hearing.	D.G. - II (Building)	107
3	17/04/2013	Office copy of the sanctioned plan under Building Rules for Thika Tenancy to be sent to Exe. Engineer (Civil/Bldg) of respective Borough.	D.G. (Building)	109
4	20/05/2013	During sanction of Building of 15.5 mtr. high in plot abutting Suti Canal in Ward no. 109 under Borough - XII rear front open spaces in the proposal should be considered as 2 mtr. and 0.6 mtr. for the purpose of creating service road.	D.G. (Building)	109
8	17/07/2013	All Deputy Chief Engineers/Exe. Engineers of the Building Deptt. are to submit plan cases for Municipal Building Committee meeting within fourth day to avail the first MBC meeting of each month and the twentieth day to avail the second MBC meeting of the same month.	D.G. (Building)	110
13	14/11/2013	Every Building with a load demand of 50 KW of Building with total floor area more than 5000 Sqmt. or more should have a space for commissioning of Transformer.	D.G. (Building)	110
15	21/11/2013	To issue all Completion Certificate through that Building Mass System on and from 22.11.2013 and no manual Completion Certificate will be issued henceforth.	D.G. (Building)	110
16	16/01/2014	Office Circular No. 10 of 2013-14 dt. 08.01.2014 of DG (Building) to be kept in abeyance.	D.G. (Building)	111
17	24/01/2014	After acceptance of any proposal the owner/applicant should be informed in regard to the short form for which the department is unable to proceed further for sanction / approval of the proposal.	D.G. (Building)	111
18	31/01/2014	Necessary precaution during processing of sanction and billing with un-authorized construction in the area affected by the East Kolkata Wet Land Management Act - 2006.	D.G. (Building)	111
19	29/11/2013	Procedure to be followed in regard to disposal of application related to Mobile Tower.	D.G. (Building)	111
Cir. 1	01/04/2013	Existing licence of LBS as well as ESE will be extended for the period of one year w.e.f. 02.04.2013 on receipt of full payment of lease and charges.	D.G. (Building)	112
Cir. 6	21/06/2013	At the time of sanctioning of Building plan in the case of new Building provision use of solar energy in; the form of solar heater or in the form of solar photo cell shall have to be provided in accordance with the rule 147 of Building Rule 2009.	D.G. (Building)	112
Cir. 7	26/10/2013	Permission for election of Mobile Tower.	D.G. (Bldg.)	112
Cir. 8	01/11/2013	Gifted portion for the strip of land for corner slaying should be considered at the time of computation of FAR and Ground Coverage calculation as per rule 74 of Building Rule - 2009.	D.G. (Building)	113
Cir. 9	01/11/2013	Minimum floor height of the Building should be considered as not less than 3025 mm. and the ground floor for car parking space should be adjusted accordingly.	D.G. (Building)	113

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
Corrigendum to Cir. 9	25/11/2013	Corrigendum to Office Circular No. 9 of 2013-14 dated 01/11/2013.	D. G. (Building)	114
Cir. 9	30/12/2013	NOC need not be obtained from the local Councillor regarding small repairing work construction of partition wall, small toilet, meter room, lifts, re-construction of roof and other small utilities and recommendation of MIC dot. 30.10.2013.	D.G. (Building)	114
Addendum to Cir. 9	04/01/2014	Addendum to Office Circular No. 9 of 2013-14 dated 30/12/2013.	D. G. (Building)	115
Cir. 10	08/01/2014	Sanctioning of Building plan for the whole project after depositing fees and charges subject to fulfilment of condition imposed by West Bengal Pollution Control Board on KMC.	D.G. (Building)	115
Cir. 11	08/01/2014	Modification suggested by the Municipal Building. Committee while processing the cases under Rule 142 of Building Rules - 2009 after observing some ambiguity in the previous office order no. 15 of 2012-13 dt. 08.08.2012.	D.G. (Building)	116
Cir. 12	22/01/2014	In case of processing of building related issues within Joka-I & II area, the guidelines as resolved in the MIC meeting dt. 15.01.2014 are to be followed for eliminating a few problems like dealing with unauthorized building construction, sanctioning of deviations of building plans.	D.G. (Building)	116
Cir. 18	06/11/2013	Approved rates of different items of Building demolition work.	D.G. - II (Building)	117

### **EDUCATION DEPARTMENT**

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
1	05/04/2013	Maintenance of Stock Register of Rice under Mid-Day-Meal programme.	Chief Manager (Education)	118
2	08/04/2013	Grievance Redressal Box.	Chief Manager (Education)	120
5	16/04/2013	Submission of Sweeper / Contingency Bill.	Chief Manager (Education)	120
7	24/4/2013	To stop giving permission for holding wedding, birth day function etc. in the Corporation School premises.	Municipal Commissioner	120
16	16/05/2013	Every file irrespective of any matter must be routed through Education Officer.	Chief Manager (Education)	121
18	28/05/2013	Engagement of Female Helpers (Ayahs) & payment thereof in the KMCP Schools.	Chief Manager (Education)	121
19	06/06/2013	All Head Teachers/Asst. Head Teachers/Teachers of KMCP Schools are to mention the School Code No. / Batch No. of the respective School & Batch at the time of submission of any application of any nature.	Chief Manager (Education)	122
20	07/06/2013	Procedure to be followed with respect to maintenance of registers in respect of Mid Day Meal as per the directive of School Education Department.	Chief Manager (Education)	123
21	11/06/2013	All the Head Teacher/Asst. Head Teacher/Teacher-in-charge of KMCP Schools are to cooperate with the sub Inspectors of schools of different circle under Kolkata district and their representative for any purposes required by DPSC & SSM, Kolkata.	Chief Manager (Education)	123
23	12/06/2013	Allotment order of Rice.	Chief Manager (Education)	123

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
24	13/06/2013	Applications are invited from the Teachers / Asstt. Head Teachers/Head Teachers of Bengali, Hindi and Urdu medium under Education department for inclusion of the suppressed qualification of two years D.El.Ed. Course approved by NCTE or any other Primary Teachers training course approved by NCTE, in their Service records.	Chief Manager (Education)	124
26	14/06/2013	Regarding School Report Card ( 2012 -13 ).	Chief Manager (Education)	124
27	17/06/2013	Timely submission of report of MDMP.	Chief Manager (Education)	125
28	19/06/2013	Opening of Fixed Asset Register/TP Register in all KMCP Schools.	Chief Manager (Education)	128
29	21/06/2013	Upgradation of Qualifications of the Teachers of KMC Primary Schools as per provision of RTE Act, 2009.	Municipal Commissioner	128
34	04/07/2013	Details of job in Education Department, KMC and allotment thereof to Education Officer, KMC.	Chief Manager (Education)	130
35	06/07/2013	Proper Mid Day Meal Serve on eligible Saturday.	Chief Manager (Education)	132
36	06/07/2013	Rescheduling of timing of schools hours of the KMCP Schools where attendance of Muslim students is over sixty percent.	Chief Manager (Education)	132
37	11/07/2013	All Head Teacher/Assistant Head Teacher/Teacher in charge of all KMCP school are to prepare the report related to KMCP schools.	Chief Manager (Education)	133
38	18/07/2013	All concerned are to take extra-ordinary precaution in preparation as well as distribution of the Mid Day Meal to the students of the KMCP Schools.	Chief Manager (Education)	133
40	23/07/2013	Partial modification of the Office Order No. 36 of 2013-14 dated 06-07-2013 of Chief Manager (Education).	Municipal Commissioner	133
42	25/07/2013	6 days Teachers' training programme on curriculum & approach based on newly developed Text Books for the teachers of KMCP Schools for classes I, III & V.	Chief Manager (Education)	134
43	01/08/2013	To give option about the facility to be availed regarding timing & Holiday of the Bengali & Hindi medium schools where students of minority community are comprising 60% or more.	Chief Manager (Education)	134
45	02/08/2013	Purchase of only packaged cooking oil certified by AGMARK.	Chief Manager (Education)	135
46	02/08/2013	Cost involved against requirement of LPG cylinder for MDM Scheme after withdrawal of subsidy on LPG.	Chief Manager (Education)	135
51	23/08/2013	Display of physical location and demographic details of KMCP school for convenience of Disaster Management Cell.	Chief Manager (Education)	135
56	05/09/2013	Proper management of Mid Day Meal Scheme as per Order of Secretary, School Education Department, Govt. Of West Bengal.	Chief Manager (Education)	136
57	06/09/2013	Change in Issuing Authority of Caste Certificate to SC/ST/OBC people in respect of Kolkata Municipal Corporation area	Chief Manager (Education)	137
58	07/09/2013	6 days Teachers' training programme on curriculum & approach based on newly developed Text Books for the teachers of KMCP Schools (Hindi medium) for classes I, III & V.	Education Officer	138

<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
61	17/09/2013	Allotment order of Rice for the month of September 2013.	Chief Manager (Education)	139
64	03/10/2013	Distribution of remaining school uniform for the students of the KMCP Schools.	Chief Manager (Education)	139
65	09/10/2013	Role of teaching and non teaching staff in performance of Mid - Day - Meal Scheme.	Chief Manager (Education)	140
71	05/12/2013	Implementation of Kanayashree Prakalpa.	Municipal Commissioner	141
73	01/02/2014	Maintenance of safety as well as hygiene while serving hot cooked meals to the students.	Chief Manager (Education)	142
77	20/02/2014	Allotment Order of Rice for the month of February, 2014.	Chief Manager (Education)	143
78	21/02/2014	Observation of National Science Day at Birla Industrial & Technological Museum.	Chief Manager (Education)	143
79	27/02/2014	Formation of a committee for monitoring of MDM Programme of Community Kitchen – I, II & III.	Chief Manager (Education)	144
80	05/03/2014	The concerned Teachers that who are asked to engage in election duty, Teachers should inform whether the function of the school will hamper if this engagement in election duty are allowed.	Chief Manager (Education)	145
81	08/03/2014	Distribution of notification regarding ICDS.	Chief Manager (Education)	145
82	12/03/2014	Norms for engagement of MDM Cook-cum-helpers - Clarification.	Chief Manager (Education)	146
83	18/03/2014	Distribution of Answer Sheet for the ensuing Term Evaluation for the year 2014.	Education Officer	147
84	31/03/2014	To maintain their Cash Book as well as Pass Book, Bank Statements as per Accounting norms and show all their relevant papers, Registers, Documents as needed by the Internal Audit Team.	Chief Manager (Education)	148

### **FINANCE AND ACCOUNTS**

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued by</b>	<b>Page No.</b>
1	05/04/2013	Corrigendum of Rates Taxes, Fees and Charges to be levied by Market Deptt. of KMC in the Financial year 2013-14.	C. M. F. A.	148
2	30/04/2013	Corrigendum of Rates Taxes, Fees and Charges to be levied by Health Deptt. of KMC in the Financial year 2013-14.	C. M. F. A.	148
3	11/05/2013	Schedule of rates on professional tax payable by salaried persons and wage earners w.e.f. 01-04-2013.	C. M. F. A.	149
4	28/05/2013	Permission of work should not be issued by Engineering Deptt. without getting a report of confirmation of encashment of Demand Draft/Pay order deposited by Public Utility Concerns and agencies.	C. M. F. A.	149
5	12/06/2013	Partial modification of CMF&A's Circular No.02 of 2011-12 dated 12-07-2011 wherein the HOD of the functional deptt. to certify whether there is any claim from the KMC employee during settlement of terminal benefit.	C. M. F. A.	150

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued by</b>	<b>Page No.</b>
6	28/06/2013	To ensure deduction/collection of tax at source in respect of payments/collections from resident assesses during the financial year 2013-14 under different sections of TDS/ TCS provisions of the I.T.Act, 1961.	C. M. F. A.	150
7	31/07/2013	Grant of Ad-hoc Bonus to the Employees of KMC for the year 2012-13.	C. M. F. A.	153
8	31/07/2013	Grant of interest free Festival Advance/ Ex-gratia to the Employees of KMC for the year 2013-14.	C. M. F. A.	154
9	27/08/2013	All Engineer-in-charge / HODs / Cos to ensure to put a comment "Discharged" and to be signed by the authorized officer on the back of Bank Draft/ Payorder during return of EMD of unsuccessful tenderers.	C. M. F. A.	156
10	31/08/2013	All COs /HODs to ensure timely deposition of ServiceTax/ VAT/ESI/EPF and other statutory payments of the preceding month by agencies working in KMC, before certifying bills of the following month.	C. M. F. A.	156
11	04/09/2013	All COs/HODs to ensure submission of original documents and sanction papers along with the bill for examination, before processing it for payment.	C. M. F. A.	156
12	17/09/2013	Controlling Officers/HODs/Br.Ex.Engineers to submit the Budget Estimate for 2014-15 and Revised Estimate for 2013-2014 as per the programme in prescribed format.	C. M. F. A.	157
13	04/11/2013	Payment of remuneration of contractual workers through bank/Account payee Cheque wherein contractually engaged agencies making such payment are to submit a certificate from bank towards such payments.	C. M. F. A.	158
14	20/12/2013	In continuation to F & A Deptt. Circular No. 6 of 2013-14 dated 28-06-2013, 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 2014, i.e. Salary Bill of February 2014, payable in March, 2014.	C. M. F. A.	158
15	02/01/2014	In continuation to CMF&A's Circular No. 13 of 2013-14 dated 04-11-2013, one month extension has been allowed to complete the process of account opening of contractual workers for receiving remuneration by the agencies through Bank or A/c payee Cheque.	C. M. F. A.	163
16	03/01/2014	Grant of Dearness allowance to the employees of the Kolkata Municipal Corporation with effect from 1 <sup>st</sup> January, 2014.	C. M. F. A.	163
17	10/02/2014	Monitoring committee in respect of ECS payment (NEFT / RTGS) to the contractors / suppliers working under KMC.	C. M. F. A.	164
18	17/02/2014	To ensure submission of bills in respect of works/supplies to be completed in the FY 2013-14 in phased manner to the concerned IFU within 28-02-2014.	C. M. F. A.	164
19	20/02/2014	In partial modification to CMF&A 's Circular No. 18 dated 17-02-2014, the last date of bill submission in respect of works/ supplies to be completed in the FY 2013-14 in phased manner to the concerned IFU will be 07-03-2014 instead of 28-02-2014.	C. M. F. A.	165
20	05/03/2014	In continuation of CMF&A's Circular No. 19 of 2013-14 dated 20/02/2014 all concerned to note that the Finance & Accounts Department will receive hard copies of bills up to 7 <sup>th</sup> March, 2014. The Controlling Officers are to ensure to complete the ERP process latest by 12/03/2014.	C. M. F. A.	165



<b>HEALTH DEPARTMENT</b>				
<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
Circular No. 1	02/12/2013	Kolkata district has been divided into 10 new Urban Health District for RNTCP activity as approved by CTD, State TB Cell & KDTCS.	Chief Municipal Health Officer	165
43	14/05/2013	Change of running rows, blocks and ground will to be entertained without having prior order of Hon'ble MMIC (Health), Mpl. Commissioner & CMHO in respect of Mohammedan Burial Grounds.	Chief Municipal Health Officer	166
50	16/05/2013	Ex. Health Officers to provide assistance to National Nutrition Monitoring Bureau (NNMB), West Bengal Unit, to undertake a field study in the selected wards.	Chief Municipal Health Officer	166
162	16/07/2013	Sr.VCO & Chief Entomologist is to submit weekly report to Hon'ble MMIC (Health & Engg.) on the overall situation of vector control activities from Br-I to Br XV.	Chief Municipal Health Officer	167
169	19/07/2013	Medical Officers are to keep close watch on the occurrence of vivid, falciparum malaria and dengue cases in their respective wards and to share such information with the Councillors.	Chief Municipal Health Officer	167
180	26/07/2013	Medical Officers are to act as MOTCof different Tuberculosis Units.	Chief Municipal Health Officer	167
197	05/08/2013	Reports of blood tests will be released on production of address proof of patients.	Chief Municipal Health Officer	168
238	20/08/2013	Persons other than KMC regular / permanent staff are not allowed to occupy residential accommodation inside the KMC burial ground premises.	Chief Municipal Health Officer	168
291	26/09/2013	Persons other than KMC regular/permanent staff who have been illegally occupying the residential accommodation inside the KMC burial ground premises are directed to vacate the same within next 15 days from issuing date of this order.	Chief Municipal Health Officer	169
295	01/10/2013	Delayed Registration of Birth or Death in compliance with the order of Ld. 1st Class Magistrate of Hon'ble Court can only be dealt if the said order bears legible and distinct rubber stamps of the Hon'ble Court.	Chief Municipal Health Officer	169
327	18/11/2013	Ex. Health Officers of all the 15 Boroughs are directed to cause to collect wardwise inputs as per format, so that the department can plan and implement need-based vector control strategies for prevention and control of mosquito-borne diseases in the KMC area in 2014.	Chief Municipal Health Officer	169
340	29/11/2013	Formation of a Committee to probe into some reportedly forged birth certificates issued from Borough- III Health Department.	Chief Municipal Health Officer	169
358	11/12/2013	Formation of Departmental Committee in connection with implementation of National Urban Health Mission (NUHM) Programme in KMC area.	Chief Municipal Health Officer	170
384	24/12/2013	Communication of an Order of Joint Secretary, Municipal Affairs Department, GoWB, relating to the maximum age limit for contractual personnel under UPHCS.	Chief Municipal Health Officer	170
397	08/01/2014	All Ex. Health Officers and Medical Officers are to maintain a daily visit / performance diary.	Chief Municipal Health Officer	170
413	28/01/2014	Duties and responsibilities of City TB Officer (CTO).	Chief Municipal Health Officer	171

<b>MARKET DEPARTMENT</b>				
<b>Order No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued by</b>	<b>Page No.</b>
1	15/07/2013	Modification of the Schedule of Rates, Fees and Charges of the Market Department for the year 2013-14.	Chief Manager (Market)	171
<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	02/04/2013	Schedule of rates for binding and supplying of Registers etc. in KMC for the year 2013-14 by approved agencies.	Municipal Secretary	179
4	06/04/2013	Supply and fixation of Khas Khas curtains and bamboo chicks with blue cover.	Municipal Secretary	179
7	06/04/2013	In pursuance of Section - 11 of the K.M.C. Act, 1980, the Chairpersons have been elected in their respective Boroughs for the financial year 2013-14.	Municipal Secretary	180
8	23/05/2013	Wages have been approved by the competent authority of this Corporation WITH EFFECT FROM 1 <sup>ST</sup> JANUARY, 2013 at the following rates till further circulars/orders for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen, Lift Operators, etc.	Municipal Secretary	180
10	01/07/2013	M/s Vee Forms, is hereby declared to be blacklisted for a period of 03 (three) years from the date of this circular all across this Corporation.	Municipal Secretary	182
11	10/07/2013	Muslim Employees of the Kolkata Municipal Corporation who observe "Fasting" during the month of "RAMJAN", may be allowed to leave office on and from 10-7-2013 to the last day of "RAMJAN" one hour earlier than usual office hours excepting Saturday and half holidays.	Municipal Secretary	183
13	05/08/2013	Guidelines to be strictly followed by Security agencies and other manpower supply agencies including House-keeping Manpower Supply.	Municipal Secretary	183
14	20/08/2013	Black listing of M/s GAUTAM UDYOG (REGD OFFICE AT VARANAS, KOLKATA OFFICE AT KS ROY ROAD)	Municipal Secretary	184
16	07/09/2013	Transfer of employees of all Housekeeping security agencies and other manpower supply agencies within the KMC vide MUNICIPAL SECRETARY'S CIRCULAR NUMBER 13 of 2013-14 dated 05 <sup>th</sup> August, 2013 have been kept in abeyance till further order.	Municipal Secretary	184
17	12/09/2013	Each of the casual/Private Agency workers engaged in different Departments of the KMC will be paid festival ex-gratia @ Rs 500 /- (Rupees Five Hundred only) per such worker for the year 2013.	Municipal Secretary	184
18	14/09/2013	In continuation of the Municipal Secretary's Circular No.17 of 2013-2014 dated 12 <sup>th</sup> September 2013, 18.12 % is to be read as 17.63%.	Municipal Secretary	185
20	14/09/2013	The District Welfare Officer, Kolkata & Ex-officio Joint Director, BCW has been authorized to issue certificates of identification of Caste (SC/ST/OBC) in respect of the Kolkata Municipal Corporation Area including the added areas in JOKA.	Municipal Secretary	185
21	18/09/2013	Allowing the Hindu employees of the Kolkata Municipal Corporation to perform TARPAN during PITRI PAKSHA.	Municipal Secretary	185

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
23	24/09/2013	Smt. Indrani Banerjee, Councillor, Ward No. 53, has taken Oath as Member, Mayor-in-Council.	Municipal Secretary	185
25	08/10/2013	It is declared that the offices and the schools of this Corporation, except the essential services, shall remain close on Saturday, 19 <sup>th</sup> October, 2013.	Municipal Secretary	186
27	13/11/2013	Hon'ble Mayor of Kolkata has been pleased to declare Friday, 15 <sup>th</sup> November, 2013 as a Holiday in the Kolkata Municipal Corporation in place of Thursday, 14 <sup>th</sup> November, 2013, on account of Muharram except essential services.	Municipal Secretary	186
28	13/11/2013	M/s Rashesh Enterprises, 24 <sup>th</sup> Debendra Ghosh Road, 1 <sup>st</sup> Floor, Kolkata 700 025 is hereby declared to be blacklisted for a period of 03 (three) years from the date of this circular all across this Corporation.	Municipal Secretary	186
30	27/11/2013	Municipal Commissioner has been pleased to withdraw the order of blacklisting of Sri Rabindra Nath Mondal, Plumber residing at 4/20E, Bijoygarh, Kolkata-700 032 having Licence No.1983 dt. 11.03.2008 vide his order dated 25.10.2013.	Municipal Secretary	186
31	29/11/2013	It is hereby declared that M/s Millennium Cyberworks, 10/A Hemanta Basu Sarani, Kolkata 700 069, has been blacklisted by an order of the competent authority from participation in tenders/quotations invited by this Corporation for 3 (Three) years from the date of this Circular.	Municipal Secretary	187
32	18/12/2013	The list of Holidays and Sectional Holidays to be observed in the offices of the Kolkata Municipal Corporation during the year 2014.	Municipal Secretary	187
34	25/01/2014	The Municipal Commissioner of this Corporation is pleased to constitute a committee to look into the matter of applicability of Service Tax on different services concerning this Corporation.	Municipal Secretary	189
36	03/02/2014	All Controlling Officers are hereby requested to arrange to forward relevant information about the Photocopier Machines installed at different Offices & Units under their control as per the format within 15 <sup>th</sup> February, 2014 for AMC of such machines to the Deputy Municipal Secretary (SB) centrally.	Municipal Secretary	189
37	17/02/2014	The contents of the Municipal Secretary's Circular No. 08 of 2013-14 dated 23 <sup>rd</sup> May, 2013 is hereby revised for minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen and Lift Operators, etc. The mentioned wages have been approved by the competent authority of this Corporation w.e.f. 1st January, 2014.	Municipal Secretary	189
38	27/02/2014	All Controlling Officers are requested to make their signatures along with their designations in each page of MOU/Agreement Papers before execution of MOU/Agreement.	Municipal Secretary	191
39/1	03/03/2014	The Chairman shall cease to hold office as such if he ceases to be a Councillor of the concerned Ward forming part of the Borough Committee.	Municipal Secretary	191
40	04/03/2014	The contents of the Municipal Secretary's Circular No. 37 of 2013-14 dated 17th February, 2014 is hereby revised for minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen and Lift Operators, etc. The mentioned wages have been approved by the competent authority of this Corporation WITH EFFECT FROM 1st January, 2014.	Municipal Secretary	191

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
41	12/03/2014	The Offices, units and Schools and other establishments of this Corporation, shall remain close on Monday, the 17 <sup>th</sup> March, 2014, the day after Doljatra which is on Sunday, 16 <sup>th</sup> March, 2014.	Municipal Secretary	193
	02/04/2013	Approved schedule rates for binding for the year 2012-13.	Mpl. Secretary	256
<b>PERSONNEL DEPARTMENT</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
2/VIII	05/04/2013	Preparation of ACR for all Group-A officers belonging to different cadres of KMC from the year 2012-13.	D.M.C.(P)	193
03/VIII	06/04/2013	The Chairmen of Borough Councils of KMC have been entrusted to inspect Attendance Registers of all categories of employees of different offices of KMC situated within the Borough.	D.M.C.(P)	194
04/IIIA	12/04/2013	Enhancement of monthly consolidated remuneration of contractual Auto-Cad Draftsmen working in KMC.	D.M.C.(P)	194
05/VIII	13/04/2013	Amendment of K.M.C's Services (Common Cadre) Regulations.	D.M.C.(P)	194
Corrigendum 1 of Cir. No. 5/VIII	30/08/2013	Rectification of age stipulation in Recruitment Regulation for 'Direct Recruitment' to the post of Deputy Manager.	D.M.C.(P)	207
20	07/05/2013	Recruitment of Sub-Assistant Engineers in Civil & Mechanical streams from eligible in-house employees of KMC by way of departmental examination/interview by the Selection Committee of KMC.	D.M.C.(P)	208
21/VIII	14/05/2013	Modification of the Recruitment Regulation to the post of Dy. Chief Municipal Health Officer under Health Deptt.	D.M.C.(P)	209
23/VIII	20/05/2013	Modification of Circular No. 02 /VIII of 2013-14 dated 05-04-2013 on introduction of ACR for Group 'A' Officers in the KMC. Role of MMIC as 'Reviewing Officer' has been dispensed with.	D.M.C.(P)	210
24/VIII	22/05/2013	Partial modification for promotion to the post of Inspector, Sub-Inspector(Gr-I) and Sub-Inspector from the post of HA/SI(Gr-I), Sub-Inspector and Bailiff respectively of KMC. General and Sub-Ordinate General Service (Common Cadre) Regulations.	D.M.C.(P)	211
27/VIII	28/05/2013	Modification in Recruitment Regulations for the Post/Cadre of Manager under K.M.C. General Service.	D.M.C.(P)	213
29/VIII	30/05/2013	Revision of rate of Conveyance Allowance / Travelling Allowance in respect of certain categories of employees of KMC.	Jt. Municipal Commissioner (G)	214
42/IIIA	26/06/2013	Revised salary structure with E.S.I & E.P.F deduction for Data Entry Operators/Computer Operator under Central Pool.	D.M.C.(P)	214
43	26/06/2013	In partial modification of DMC(P)'s Circular no. 88 of 2012-13, dated 19-03-2013, show cause notices served upon the employees of KMC may not be entered in the Service Book of the incumbent but to be kept in the personnel file.	D.M.C.(P)	215

<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
43/VIII	06/07/2013	To prepare Schedule of Establishment of KMC, all concerned departments are to make a thorough scrutiny of the relevant part of the Schedule and to make necessary rectification/revision therein.	D.M.C.(P)	215
44/IVC	02/08/2013	Special Regulation files are to be sent to Personnel Department within one month from the date of receipt of prayer for employment.	D.M.C.(P)	215
51/VIII	21/08/2013	Creation of four posts of Executive Engineer (Electrical) in Lighting and Electricity Dept. by abolition of four posts of Lift Operators and eight nos. of Wireless Operator of Lighting and Electricity Deptt.	D.M.C.(P)	216
56/VIII	05/09/2013	Extension of the benefit of 'Child care Leave' in favour of female KMC employees in line with the benefits extended to female state Govt. Employees.	D.M.C.(P)	216
61/VIII	27/09/2013	Modification in Recruitment Regulations for the Post/Cadre of Chief Manager under K.M.C. General Service.	D.M.C.(P)	217
62/VIII	27/09/2013	Modification in Recruitment Regulations for the Post/Cadre of Manager from promotee Dy. Manager under K.M.C. General Service.	D.M.C.(P)	218
63/I	29/10/2013	Grant of Special Leave to the Cyclone (Phailin) and flood affected employees hailing from Odisha and Andhra Pradesh.	Ch. Manager (Personnel)	218
64/VIII	31/10/2013	Implementation of benefit of 'Child Care Leave' in favour of female KMC employees.	Ch. Manager (Personnel)	219
65/IIIA	11/11/2013	Extension of Contract of two listed agencies under the Central pool as well as the service of contractually engaged Data Entry Operators provided by the said agencies.	Ch. Manager (Personnel)	220
<b>SERVICE RECORDS &amp; ACCOUNTS CELL</b>				
<b>Circular No.</b>	<b>Date</b>	<b>Brief Description</b>	<b>Issued By</b>	<b>Page No.</b>
1	25/05/2013	Submission of list of employees in prescribed format who are not entitled to Increment in basic pay w.e.f 01-07-2013 due to LWP etc.	Chief Manager (SR&AC)	220
2	06/09/2013	Regarding preparation of salary bills for the month of September 2013 and October 2013 in respect of collection of Bonus advance check list and TXN and generation of allocation.	Chief Manager (SR&AC)	221
3	07/01/2014	Grant of Relief on Pension to the Pensioners / Family Pensioners of KMC w.e.f January 01, 2014.	Chief Manager (SR&AC)	221
4	07/01/2014	Legacy data entries of KMC employees' Service Books.	Jt. M. C. (G&D)	222
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# THE KOLKATA MUNICIPAL CORPORATION

## MUNICIPAL COMMISSIONER'S DEPARTMENT

Municipal Commissioner's Circular No. 76 of 2013-14 Date : 13.12.13.

As per instruction of the Government, Kolkata Municipal Corporation has prepared an Administrative Calendar for implementation of schemes under different department of Kolkata Municipal Corporation for the forth coming calendar year 2014. Regarding the matter it's hereby communicated that 18<sup>th</sup> of each month at 2.30 pm on and from January, 2014 to December, 2014 a monitoring meeting will be held to review the progress regarding implementation of work as enlisted in the calendar. If 18<sup>th</sup> of any month falls on holiday, the meeting will be held on the next working day of the same month.

The Hon'ble Mayor and MMICs may kindly be present in the meeting for close monitoring of implementation of the schemes as scheduled in the administrative calendar, 2014.

All Controlling Officers are directed to remain present in the said meeting to be held on each month along with bar chart, up to date status reports, photograph (where necessary) etc.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 91 of 2013-14 Date : 15.01.14.

For implementation of schemes under different departments of the Kolkata Municipal Corporation regarding Administrative Calendar, a monitoring meeting will be held on 18<sup>th</sup> January, 2014 at 1.00 pm at Conference Room - I to review the programme of work as enlisted in the calendar.

The Hon'ble Mayor and MMICs may kindly be present in the meeting for close monitoring of works as scheduled in the Administrative Calendar, 2014.

All Controlling Officers and DGs are directed to remain present in the said meeting alongwith necessary back-up. The said meeting will be held as usual for the next preceding month.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 90 of 2013-14 Date : 13.01.14.

All Controlling Officers/Heads of the Departments/Offices are directed to furnish hard and soft copies of their achievements and proposed activities within the 1<sup>st</sup> week of each month to the Municipal Secretary in order to cause arrangement for displaying various kinds of civic services and the message of the KMC by way of erecting hoarding throughout the city.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Communiqué No. 12 of 2013-14 Date : 04.05.13.

In revenue review meeting present financial condition of the KMC was deliberated upon. M.C. has been pleased to direct all the Controlling Officers to take necessary actions to augment revenue income from different heads of accounts under their control. Particularly, special stress has been given in the following departments.

- a) Assessment-Collection Department has been directed to take all steps to increase revenue by Rs. 300.00 crore over and above the target set in the budget.
- b) Building Department has been asked to enhance income from building sanction fees by Rs.100.00 crore over and above target set in the budget.
- c) All other Controlling Officers are directed to take necessary action to increase the income by at least 20% over and above the target set in the budget.

In the next revenue meeting, evaluation would be made on the basis revised target as stated above.

All Controlling Officers are requested to take necessary action immediately on urgent basis.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 41 of 2013-14 Date: 06.08.13.

Sub : Formation of Revenue Intelligence Cell of KMC.

In order to augment revenue collection of Kolkata Municipal Corporation, a Revenue intelligence Cell has been formed comprising of the following members :-

1. Chief Manager (Revenue)
2. All Assessor- Collectors.
3. OSD to Hon'ble Mayor
4. Managers (Assessment-TTD & SSU)
5. Special Officer (Assessment)- Joka

The Revenue Intelligence Cell will bring unassessed properties under the tax-net and will consider the *prima facie* justified prayers of long pending litigated and/or high value cases.

The Revenue Intelligence Cell will meet on Saturdays to discuss, inspect and explore the above stated issues and will have the liberty to call any Deputy Assessor- Collector and other officers down the line in Assessment Collection Department. Upon consideration of the prayers or *suo moto* findings, the cell will forward the findings to Joint Municipal Commissioner (Revenue), through the Law Department, if required.

Chief Manager (Revenue) will function as chairman of the Cell.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 62 of 2013-14 Date : 05.10.13.

Sub : Procedure for disposal of files requiring clearance from Industrial Reconstruction Deptt., Govt. of West Bengal for conversion/change of user (specially to delete the word 'factory' from KMC records).



Kolkata Municipal Corporation has since long been following the procedure, as stated below, as laid down by Industrial Reconstruction Deptt., Govt. of West Bengal vide its earlier Memo to dispose of files, that require clearance from IRD in the manner stated below (specially to delete the word 'factory' from KMC records) :

#### **Step 1**

Verify that the applicant is the owner plot of the land with reference to KMC record

If ownership is not proved, reject the application.

If ownership is proved, proceed to Step 2.

#### **Step 2**

Verify that there is no existing industry on the plot.

If a running industry is found, reject the application.

If a closed industry is found, obtain closure certificate from Inspector of Factories and Labour Directorate.

If certificates are not produced by applicant, reject the application. If certificates are produced, proceed to Step 3.

#### **Step 3**

**Check K.M.D.A. land** - use plan to see if industry is allowed in that area. If industry is not allowed proceed to Step 4.

If industry is allowed check to see :

If access to the plot is inadequate for smooth movement of commercial vehicles. If there is a school, college nearby and the setting up of industry may create disturbance to these institutions.

If setting up of industries is likely to disturb the public peace in the area for any reason.

If none of these conditions are fulfilled, reject the application.

If any of these conditions are fulfilled, proceed to Step 4.

#### **Step 4**

If vacant land found on inspection is less than 7.5 cottahs, proceed to Step 5.

If vacant land found on inspection is more than 7.5 cottahs ask applicant to produce clearance certificate from Competent Authority under ULCRA.

If land is above 7.5 cottahs and certificate from competent Authority is not produced reject the application.

If land is more than 7.5 cottahs and certificate from Competent Authority is produced proceed to Step 5.

#### **Step 5**

Allow change in land-use.

However, in March 2013 Dy. Secretary to the Govt. of West Bengal, Industrial Reconstruction Deptt, Writers' Buildings, Kolkata- 700001 issued a Memo being no. 301-IR/O/5L-21/2009 dated 01-03- 2013 stating in clear terms that as per present policy guideline, the Industrial Reconstruction Deptt. has ceased to deal with the task of issuance of 'NOC' for the conversion of land of several premises under original 100 (hundred) wards under KMC from 'factory' to 'residential' etc. In the said Memo, it has, further, been mentioned that the Mpl. Commissioner, KMC has been requested vide this Deptt. Letter No. 1483-IR dated 12-12-2012 to deal such cases in accordance with the relevant rules of KMC.

Pursuant to the Memo dated 01-03-2013 of IRD, as stated above it has been decided in the Mpl. Corporation Meeting (Agenda no. 41<sup>st</sup>, Item No. 21) dated 25-09-2013 that :

- 1) To deal with the cases/files, where the word 'factory' will be found to be recorded in our books of records within the purview of original 1-100 (hundred) wards of KMC, the steps mentioned at the Background above will be followed for dealing such cases/files for conversion/change of user.
- 2) Where necessary clearance from Competent Authority, Urban Land Ceiling Deptt. will be made available, but due to some reason or other necessary clearance either from Chief Inspector

of Factories, WB or Directorate of Labour, WB cannot be produced, in that event there will be an option to submit necessary Indemnity Bond from such applicants indemnifying KMC about all future charges/responsibilities/ obligations. Upon receipt of such Indemnity Bond, KMC may take cognizance of the same and proceed for conversion for the change of user from 'factory' to 'land/bastu' for ward no. 1 to 100.

- 3) If the words 'workshop/godown/shop' are found to be mentioned in books of records of KMC for **exclusive use** in respect of the premises in question, then as stated at the Background above, on the basis of necessary clearance - to be obtained from Chief Inspector of Factories & Labour Directorate - cases/files will be dealt for necessary conversion/change of user. For premises where both residential as well as non-residential character will be found (mixed user), we will **not insist** on clearance from Chief Inspector of Factories & Labour Directorate.
- 4) As stated at the Background of the Agenda Item stating that all the procedures stated above will be applicable for original 1-100 (hundred) wards of KMC and for ward nos. 101-141, considered to be the Added Areas of KMC, IRD Clearance will be mandatory.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 63 of 2013-14 Date : 05.10.13.

Sub : Guideline for exemption of lands and buildings from payment of property tax u/s 172(1)(a)(i) and 172(1)(b)(ii) of KMC Act 1980.

For sometimes past, KMC Authorities have been contemplating to formulate some guideline for dealing with applications for exemption of lands and buildings from payment of property tax u/s 172(1)(a)(i) and 172(1)(b)(ii) of KMC Act 1980 (Principal Act).

It has been observed that many applications are pouring in asking for necessary exemption from payment of property tax by virtue of the above said sections.

After necessary deliberation and discussion the Mayor-in-Council vide Item No. M-71.36 dated 06-09-2013 decided the following points, duly ratified by Corporation vide Agenda No. 41<sup>st</sup>, Item No. 22 dated 25-09-2013 :

- 1) For all cases of exemption thorough departmental enquiry will be made.
- 2) If it is found that the property/premises is exclusively used for public worship, then necessary note will be initiated by the Assessor-Collector concerned stating the fact, so that without placing Agenda Item, the note may be approved by the Mpl. Commissioner granting such exemption.
- 3) If it is found that there exist commercial activities like shop-rooms etc. attached to the said property/premises, then KMC will ask for necessary blue print/ sketch map, in order to give exemption from payment of property tax for the particular portion, which may be found to be exclusively used for public worship.
- 4) If it is found that the property/premises conform to the provision of section 172(1)(b)(ii), then necessary Agenda Item will be placed for consideration.
- 5) However, for point no. 4 above, the required papers like Audited Balance Sheets for last 03 years as well as certificate from Income Tax Authorities towards tax relief u/s 80G will also be required for processing the case.

All concerned are to act accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 64 of 2013-14 Date : 05.10.13.

Sub : Procedure to be followed for disposal of A-75 Applications.

In dealing with the applications for reconsideration of annual valuation due to change in occupancy in A-75 Form KMC has so long followed the procedures laid down in Mpl. Commissioner's Circular No. 18 of 1986-87 and Circular No. 48 of 2007-08.

In partial modification of the said two Circulars it has been decided in the meeting of Mpl. Corporation (Agenda No. 41<sup>st</sup>, Item No.3) dated 25-09-2013 that :

- 1) Legal heirs of the recorded owner/person liable to pay may also be allowed to apply for reconsideration of valuation due to change in occupancy.
- 2) Such revision shall take place from the quarter following the quarter in which the application is made.
- 3) For assesseees having outstanding of more than Rs 1 lakh, such application may be considered if 50% of the outstanding amount is paid and if the Dy. AC concerned allows such applications to be filed on part payment.
- 4) The condition of submission of NOC will not be mandatory, along with deletion of the criteria of completion of upto date GR/IR.
- 5) Submission of tenancy agreement or lease/ sub-lease agreement/last rent receipt etc. will not be mandatory.

Refer to MC's Circular No. 18 of 1986-87 in Page No.229  
Refer to MC's Circular No. 48 of 2007-08 in Page No.239

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 65 of 2013-14 Date : 05.10.13.

Sub : Procedure to be followed for change of ward of a premises.

Assessment-Collection Deptt., KMC has so far been facing problem in assessing any property falling in a place With overlapping boundary of different wards With consequential delay in processing the file applied for change of the ward of that property/premises because of submission of different documents as well as conditions of completion of upto date GR/IR in respect of that particular property.

With a view to mitigating this problem, for dealing With the application for change of ward of a premises, it has been decided in the Mp1. Corporation Meeting (Agenda No. 41<sup>st</sup>, Item No.2) dated 25-09-2013 that :

- 1) The phrase 'Certificates to be issued by respective Councilors of the ward concerned' Will replace the phrase/condition 'Recommendation Certificate from Chief Valuer & Surveyor Deptt.' under column 'Documents to be submitted With application' in sl. no. 21 of Mp1. Commissioner's Circular No. 48 of 2007-08.
- 2) The phrase/condition 'All tax clearance certificates from the previous ward' is deleted.
- 3) The phrase/condition 'Up-to-date hearing of all GR/IR' is deleted.
- 4) All other stipulations as mentioned in other columns of that sl. no. 21 of Mp1. Commissioner's Circular No. 48 of 2007 -08 Will be as they are.

Refer to MC's Circular No. 48 of 2007-08 in Page No.239

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 66 of 2013-14 Date : 05.10.13.

Sub : Guideline for dealing with cases of adjustment for giving effect to MAT's order.

While making adjustment for giving effect to MAT's Order in many cases it is observed that assessee concerned expresses inability to produce the payment receipts (either original or photocopies) which are required for processing refund application of assessee concerned. Assessee/applicant rather submits an Affidavit sworn before the 1<sup>st</sup> Class Magistrate expressing such inability. In many cases information about cheque clearance etc. cannot be provided either by the Treasury Oeptt. or Manager Systems (AC). This situation creates problem in dealing with the adjustment for giving effect to MAT's order and refund applications of those cases as well.

With a view to mitigating this problem it has been decided in the Mpl. Corporation Meeting (Agenda No. 41<sup>st</sup>, Item No. 23) dated 25-09-2013 that :

- a) Upon receiving application from an assessee for giving effects to MAT's order, Assessor-Collectors concerned will first of all check and verify the sum and substance of the MAT's order and will report to Chief Manager (Revenue) as to whether such order will be given effect to or KMC will prefer an appeal.
- b) If it is found by AC Deptt. that order of MAT is fit to be given effect to, then as per prevailing practice, all assessees/rate payers will be asked to submit paid up receipts for verification at the time of giving effect to MAT's order.
- c) Those assessee/rate payers, who will not be able to produce necessary paid up receipts for the periods/quarters required for giving effect to MAT's order (either in original or photocopies), verification from the computer records will be required to be done to ascertain as to whether our computer records are showing the amounts as paid.
- d) If the computer records show that the amounts are paid, then in absence of paid up receipts for the periods/quarters, for which giving effect to MAT's order will be required, such assessee/rate payers will be asked to give necessary Indemnity Bond indemnifying KMC for the purpose of adjustment.
- e) Assessor-Collectors concerned will check and verify all the relevant records as per existing practice before processing the file for giving effect to MAT's adjustment on the basis of the Indemnity Bond as may be submitted.
- f) Assessor-Collectors concerned will put up detailed note sheet for such cases and will place the same before the F& A Oeptt. for necessary verification by the Municipal Accountant concerned.
- g) The unadjusted suspense deposit as may be found after all necessary checking/verification/adjustment will be the amount to be refunded to the assessee/rate payer, without insisting for paid-up receipts.
- h) This guideline for processing adjustment and refund cases while giving effect to MAT's order replaces point no. 6 of Circular No.19 of 2007-08 of Mpl. Commissioner dated 30-08-2007.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Refer to MC's Circular No. 19 of 2007-08 in Page No.231

Municipal Commissioner's Circular No. 42 of 2013-14 Date : 08.08.13.

It has been decided by the KMC Authority that in order to regulate and monitor the unauthorized construction of building the following steps should be taken by the Building Department strictly :

1. In cases, where the notice has been issued to stop the construction, the Building Department should indicate clearly the reasons for such order and also mention the relevant Section of KMC Act.
2. In case of deviation from the sanctioned plan, the nature and quantum of such deviation should be clearly indicated.
3. In cases where Hon'ble Court has passed an order, that must be complied with full alacrity and expeditiously.
4. DG(Building – I), DG(Building-II) and all Executive Engineers of the Building Department

are hereby directed to comply with the above order immediately and any deviation in compliance would be viewed seriously.

This has the approval of Hon'ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 43 of 2013-14 Date : 08.08.13.

All Executive Engineers of the Building Department are directed to submit weekly compliance reports of the order of the Hon'ble Court in the format given below :

Reference of order of the Court	Premises No.	Ward No.	Date of Order passed	Time allowed for compliance	Date of compliance

The report must reach to the undersigned through DG(Bldg.-I) and DG(Bldg.-II) fortnightly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 47 of 2013-14 Date : 22.08.13.

Sub : Imposition of Cess under the building and other constructions, workeres' welfare cess Act, 1996.

1. K.M.C. is declared as Advance Cess Collector.
2. The Building Department will collect the advance cess @ Rs. 1.0 % of the estimated cost of construction during disposal of the application for new proposals, addition/alteration and regularisation where cost of construction is more than Rs. 10.0 lakhs under B.1. Code No. 9310/970 along with usual demand of fees
3. Advance Cess would be levied as per guideline of the cost of construction within Kolkata Metropolitan Development Area as prescribed by the Jt. Secretary, Govt. of West Bengal which is as follows :-
  - a) With IPS Flooring Rs. 5,400/- per square meter.
  - b) With Mosaic flooring Rs. 6,300/- per square meter
  - c) With Marble flooring Rs. 7,300/- per square meter

Other floor finish has to be included in 'c' i.e. marble flooring

4. C.M.F & A. will monitor the collection of cess @ 1.0 % cost of construction under B.1. Code No. 9310/970.
5. The applicant will submit a declaration in regard to the nature of floor finish.
6. K.M.C. will collect advance cess in case of all pending proposals from the date of effect mentioned below.
7. Director General (IT) will take initiative for updating all the existing software to enable Bldg. Department for collection of cess and give notification through website for its wide publication. The above decisions will take effect from 1<sup>st</sup> September, 2013 prospectively.

This is issued as per approval of Mayor-in-Council dt. 02.08.2013 vide Item No. M.69.9.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 51 of 2013-14 Date : 12.09.13.

It has been decided as per Mayor-in-Council Resolution Item No. MOA - 70.4 dated 21/08/2013 that the Puja Ex-Gratia 2013 under West Bengal Urban Employment Scheme will be @ Rs. 1500.00 per worker. All concerned departments along with Accounts Department are hereby requested to process bill for the same at the earliest so that it may disburse before Durga Puja 2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 56 of 2013-14 Date : 21.09.13.

The following points have been decided as per Mayor-in-Council Resolution Item No. MOA - 70.4 dated 21.08.2013.

1. A minimum gap of 5 (Five) days for reorientation of services of workers under WBUES is to be maintained.

However, it may not be applicable for workers placed in the Health Department in order to maintain continuity of service for prevention and control of vector borne diseases till 30.11.2013.

2. At the time of submission of worker's monthly wage bill under WBUES, the implementing officer has to mention the status in respect of SC, ST and GENERAL Cadre.
3. The matter of uniformity for rendering services under WBUES is to be maintained as per practice of SWM.
4. The salary bill of Un-skilled/Skilled Labour and Supervisor of WBUES workers has to be submitted within 7<sup>th</sup> of the following month.
5. Nodal Officer of WBUES should conduct meeting within 7<sup>th</sup> to 10<sup>th</sup> of each month for review.

All concerned departments along with Accounts Department are hereby requested to act accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 79 of 2013-14 Date : 27.12.13.

All workers engaged under West Bengal Urban Employment Scheme (WBUES) are hereby directed to record their attendance at respective offices on daily basis. They are also directed to carry out their assigned job under the supervision and control of the concerned officers. All concerned officers are directed to monitor and supervise their works so that the said services can be utilized effectively and efficiently. Workers engaged under WBUES in Roads/Engineering Department, and Parks/Squares Department may also be utilized particularly for cleaning and washing of Road Railings, Pedestrian Street, Street Furniture and Railings of Parks & Squares etc. on regular basis at least once in a month. Non-compliance with the above direction will be viewed seriously and appropriate actions will be initiated against the errant workers.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 92 of 2013-14 Date : 17.01.14.

Henceforth, on the days of the meetings of the Corporation, only the vehicles of the Controlling Officers shall be allowed to be parked inside the CMO Buildings. Vehicles of the Hon'ble Mayor, Dy. Mayor, MMICs, Leader of the Opposition, Chairman A/c Committee and such other elected representatives whose cars are normally parked inside the CMO Buildings will be parked as usual. Cars of the Borough Chairpersons, Councilor's may be allowed to park inside the CMO Buildings subject to availability of parking space.

It is reiterated that no departmental car, pool car also be allowed to park inside the CMO Buildings on those days.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 82 of 2013-14 Date : 03.01.14.

In continuation of Municipal Commissioner's Circular No. 79 of 2013-14 dated 27-12-2013 it has further been decided that road side gardens, median strip, parks, road- railings and other street furniture etc. will be maintained by the department which has developed it. In case, road side gardens, parks etc. are developed by Parks & Square Department, the maintenance of it will be the responsibility of the Parks & Square Department and in case it is developed by Civil Engineering Department the responsibility will be vested on the said department. It has been further decided that the water for cleaning Road Railings and watering the road side gardens will be provided by Water Supply Department. To make the smooth implementation of the above decision, the Social Sector of the Kolkata Municipal Corporation has also been directed to provide man power support as far as possible from West Bengal Urban Employment Scheme and West Bengal Wage Employment Scheme.

DG (Civil), DG (Parks & Square), DG (Bustee), Controlling Officer (SWM), DG (Water Supply) and Chief Manager (Social Sector) are directed to note the above decision and take further necessary action.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 77 of 2013-14 Date : 18.12.13.

In the last few years the Kolkata Municipal Corporation has embarked upon ambitious city development programs in various fronts by spending huge money. To ensure proper utilization of KMC fund and grant-in-aid received from the State Government, a committee with the following members is formed to inspect and conduct surprise visit of the work sites. The committee will be comprised with the following members :

**Committee – A**

- 1) Jt. MC (Rev) – Chairman
- 2) CMA
- 3) Controlling officers of the concerned department
- 4) Any other official as may be selected by the Chairman.

### **Committee – B**

- 1) Jt. MC (Dev) – Chairman
- 2) Municipal Secretary
- 3) Controlling officers of the concerned department
- 4) Any other official as may be selected by the Chairman

### **Committee – C**

- 1) Jt. MC (Supply) – Chairman
- 2) Officer-On-Special Duty (Education)
- 3) Controlling officers of the concerned department
- 4) Any other official as may be selected by the Chairman

The team will visit at least three work sites in a week and submit its report to the Municipal Commissioner on regular basis.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 103 of 2013-14 Date : 22.02.14.

As per decision of the Mayor-in-Council dated 5<sup>th</sup> February 2014, the Kolkata Municipal Corporation has engaged M/s IPE Global Private Limited for preparation of City Development Plan (CDP) for the KMC area.

The following Working Groups are hereby constituted to oversee and facilitate preparation of the CDP :

1) Working Group 1: Infrastructure, Land Use & Environment Development :

Members :

- a) Joint Municipal Commissioner (Dev) - Member Convener
- b) Chief Municipal Engineer (P&D)
- c) Director General (Civil)
- d) Director General (Water Supply)
- e) Director General (Building)
- f) S.O. (S&D)

2) Working Group 2: Social & Livelihood Development :

Members :

- a) Joint Municipal Commissioner (Dev) - Member Convener
- b) Chief Municipal Health Officer
- c) Director General (Bustee)
- d) Director General (Town Planning)
- e) Chief Manager (Social Sector)

3) Working Group 3: Municipal Institutional Strengthening :

Members :

- a) Joint Municipal Commissioner (Rev)
- b) Joint Municipal Commissioner (Dev) - Member Convener
- c) Controller of Municipal Finance & Accounts
- d) Chief Municipal Auditor
- e) Chief Municipal Law Officer

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



Municipal Commissioner's Circular No. 104 of 2013-14 Date : 22.02.14.

As per decision of the Mayor-in-Council dated 5<sup>th</sup> February 2014, the Kolkata Municipal Corporation has engaged M/s IPE Global Private Limited for preparation of City Development Plan (CDP) for the KMC area.

All Controlling Officers are requested to furnish the data required for preparation of the CDP to the representatives of M/s IPE Global Private Limited at the earliest.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 02 of 2013-14 Date : 02.04.13.

In partial modification of Municipal Commissioner's Circular No. 63 of 2012-13, it is communicated to all concerned that the said circular will be effective from 1<sup>st</sup> October, 2013, instead of 1<sup>st</sup> April, 2013, as mentioned in the enclosed and above stated circular.

All other conditions of the said circular will remain unchanged.

Refer to MC's Circular No. 63 of 2012-13  
in Page No. 37 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 10 of 2013-14 Date : 10.05.13.

It is hereby ordered that all e-Collection Centres/Treasuries will remain open daily from 9 a.m. to 4 p.m. to avoid heavy rush. This order will be implemented from 13.5.2013 till further order.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 13 of 2013-14 Date : 15.05.13.

In partial modification of the MC's circular No. 10 of 2013-14 dated 10/05/13 it is further ordered that all the e-kolkata citizen service centre and e-integrated common collection centres will function as per following modified schedule :

Day	Time	Period
Monday to Friday	9.00 a.m. to 3.00 p.m.	Up to 21 <sup>st</sup> June 2013 i.e. last rebate date of the 1 <sup>st</sup> quarter 2013-14 of property tax bill.
Saturday	9.00 a.m. to 1.00 p.m.	Do
Monday to Friday	10.30 a.m. to 3.00 p.m.	Rest of the working days up to 4 <sup>th</sup> quarter of 2013-14 of property tax bill.
Saturday	10.30 a.m. to 1.00 p.m.	Do

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 40 of 2013-14 Date : 23.07.13.

For the sake of better monitoring over the works executed from the Boroughs, all Borough Chairpersons have been provided roles to see the movements of the related files in the ERP System. User Names and Initial Passwords of the Borough Chairpersons can be seen in the table below. Concerned Dy.Manager(Systems) of I.T.Department have already been instructed to show the Chairpersons how to use the ERP System to see the relevant status reports.

<b>Borough</b>	<b>User Name</b>	<b>Initial Password</b>
Borough-I	KMCCHAIRMANBR1	welcome321
Borough-II	KMCCHAIRMANBR2	welcome123
Borough-III	KMCCHAIRMANBR3	welcome123
Borough-IV	KMCCHAIRMANBR4	welcome123
Borough-V	KMCCHAIRMANBR5	welcome123
Borough-VI	KMCCHAIRMANBR6	welcome123
Borough-VII	KMCCHAIRMANBR7	welcome123
Borough- VIII	KMCCHAIRMANBR8	welcome123
Borough-IX	KMCCHAIRMANBR9	welcome123
Borough-X	KMCCHAIRMANBR10	welcome123
Borough-XI	KMCCHAIRMANBR11	welcome123
Borough-XII	KMCCHAIRMANBR12	welcome123
Borough-XIII	KMCCHAIRMANBR13	welcome123
Borough-XIV	KMCCHAIRMANBR14	welcome123
Borough-XV	KMCCHAIRMANBR15	welcome123

Concerned Borough Executive Engineers will look into this issue so that the Chairpersons may be familiar using ERP System for monitoring the works from their end.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 26 of 2013-14 Date : 11.06.13.

In partial modification of earlier Circular No. 33 of 2012-13 dated 10.08.2012, it has been decided that henceforth for all tender value of Rs. 50.00 lakh (Rupees Fifty lakh only) and above, e-tendering through Tender Portal is mandatory in addition to publication in media. This order is issued in pursuance of Notification No. 5400 - F(Y) dated 25.06.2012 of Finance Department, GOWB and with the approval of the Hon'ble Mayor dated 03.06.2013.

Refer to MC's Circular No. 33 of 2012-13  
in Page No. 37 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 80 of 2013-14 Date : 27.12.13.

In partial modification of Municipal Commissioner Circular No. 68 of 2013-14 dated 04.11.2013 it may kindly be noted by all concerned that the KMC authority has decided to invite e-tender for all works for procurement if the value of the Tender/Procurement is above Rs. 10.00 lakh instead of

Rs.5.00 lakh. This relaxation will remain in force upto 31.03.2014 only. Other provisions of the said circular will remain unchanged.

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

Refer to MC's Circular No. 68 of 2013-14 in Page No.92.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 67 of 2013-14 Date : 06.11.13.

Sub : Civic arrangement in connection with the Muharam to be held from 11th November, 2013 to 14<sup>th</sup> November, 2013.

During the ensuing Muharam, it is of utmost importance that all the different machineries of the K.M.C. remain at their highest level of preparedness to give urgent civic services and to give lateral support to the other public utility agencies. The following table would show the identified subjects / sectors of importance, the names and particulars of the nodal officers concerned for the subject, as well as the alternative officers in those subjects / sectors etc.

SL. NO.	SUBJECT	ACTION TO BE TAKEN BY
1.	Matters related with the repairing / restoration of roads	D.G. (Civil) D.G. (Rds.) D.G. (Mech. Rds.)
2.	Matters related with the cleaning of the main thoroughfares including Talab at Watgunge Square, Kasiabagan & Taziya Talab at Metiabruz.	Controlling Office (SWM)
3.	Matters related with illumination of pond at Watgunge Square, Kasiabagan, Taziya Talab at Metiabruz including important junction across the procession road.	D.G. (Ltg.)
4.	Placement of water tank at the important road junction across the procession road as well as Watgunge Square, Kasiabagan, Taziya Talab at Metiabruz including supply of paper glass.	D.G. (W.S.)
5.	Construction of inspection tower at the Watgunge Square, Kasiabagan, Taziya Talab at Metiabruz.	Municipal Secretary
6.	Provision of Ambulance & posting of Doctors at Watgunge Square, Kasiabagan, Taziya Talab at Metiabruz.	C.M.H.O.
7.	Trimming of trees along the important procession road including surrounding of Watgunge Square, Kasiabagan, Taziya Talab at Metiabruz.	D.G. (P & S)
8.	Removal of parking along the procession road.	Ch. Manager (Parking)
9.	Necessary repairing & painting at Watgunge Square, Kasiabagan, Taziya Talab at Metiabruz.	D.G. (P & S) & D.G. (Civil)
10.	Overall monitoring the entire system.	Jt. M.C. (G / D) Jt. M.C. (Rds.)
11.	During procession i.e. from 13 <sup>th</sup> to 14 <sup>th</sup> November, 2013 Borough Control Room at Borough III, IV, V, VI, VII, IX, X & XV should remain open including provision of skeleton staff.	D.G. (Civil) Controlling Officer (SWM) D.G. (P & S)

<b>SL. NO.</b>	<b>SUBJECT</b>	<b>ACTION TO BE TAKEN BY</b>
12.	Senior officers will be posted at Control Room on 13 <sup>th</sup> & 14 <sup>th</sup> November, 2013. Circular to be issued.	Jt. M.C. (G/D)

Concerned officials and staffs will be allowed to use the inspection vehicles and necessary holiday allowance will be paid to the eligible employees who will be on duty beyond office hours.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 53 of 2013-14 Date : 17.09.13.

Sub : Emergent and superior-level personnel arrangements during festive days (most particularly from October 10 to October 18, 2013).

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.	D.G. (Roads.)	D.G. (Civil)
2.	Matters related with different problems/road repairing etc. that arise due to laying of sewers in added area where work under KEIP phase I were undertaken.	D.G. (Project)	Project Director
3.	Matters related with repairing of lanes, by-lanes, passage etc. etc.	D.G. (Civil)	D.G. (Roads.)
4.	Matters related with illegal parking and associated problems.	Chief Manager (Parking)	Jt. Mpl. Commissioner (Rev.)
5.	Matters related with installation of hoardings and banners etc.	Chief Manager (Advt.)	Jt. Mpl. Commissioner (Rev.)
6.	Matters related with trimming of trees, removal of uprooted trees etc.	D.G. (P & S)	Deputy Chief Engineer (P & S)
7.	Matters related with preparation of enclosures on each ghat for dumping and storing of used flowers etc.	D.G. (P & S)	Chief Engineer (P & S)

Sl. No.	Subject	Nodal officer and his particulars	Appellate/alternative officer with particulars
8.	Matters related with removal of garbage wastes from the city roads, concerning of puja pandals, cleaning of vats, spoils, rubbish cleaning of trimmed tree branches from the street flanks, cleaning of the used flowers etc. from the enclosures created on the river banks etc. and removal of car-casses from ghats.	Controlling Officer (SWM)	E. E (SWM) 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.	D.G. (Build.-II)	D.G. (Bldg.)
12.	Matters related with illumination of streets, parks & Squares, immersion ghats, replacement of bulbs etc.	D.G. (Elec. & Ltg.)	Dy. C.E. (Elec./Ltg.)
13.	Matters related with permission of holding puja pandals etc.	Dy.C.E.(H.Q.)	D.G. (Civil)
14.	Matters related with issue of trade licence etc.	Chief Manager (Licence)	Jt. Mpl. Commissioner (Rev.)
15.	All issues related with Municipal Markets.	Chief Manager (Market)	Jt. Mpl. Commissioner (Rev.)
16.	Matters related with public health, vaccination, disinfection, Ambulance services etc.	C.M.H.O.	O.S.D. (Health)
17.	Matters related with illegal filling of water bodies.	D.G. (PMU)	Dy. Chief Engineer (PMU)
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 :

<b>BOROUGH NO.</b>	<b>OFFICE NO.</b>
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 :

<b>Borough No.</b>	<b>Name of the Executive Engineers</b>	<b>Mobile Nos.</b>
I		
II		
III		
IV		
V		
VI		
VII		
VIII		
IX		
X		
XI		
XII		
XIII		
XIV		
XV		
Joka-I & Joka - II		

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 10, 2013 (Thursday)	-	Mpl. Secretary & D.G.(Civil)
October 11, 2013 (Friday)	-	SO(S&D) & DG(Town Hall)
October 12, 2013 (Saturday)	-	CO(SWM) & DG Project (KEIP)
October 13, 2013 (Sunday)	-	D.G.(W.S.) & D.G.(Project)/KEIP
October 14, 2013 (Monday)	-	DG.(P&S) & D.G.(Ltg.)
October 15, 2013 (Tuesday)	-	DG (MPLADS) & DG(IT.)
October 16, 2013 (Wednesday)	-	DG(PPP) & DG(PMU)
October 17, 2013 (Thursday)	-	DG (IUM) & DG(Mechanical.)
October 18 2013 (Friday)	-	DG(Roads) & OSD -DG(EWS)

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.
10.10.13	Dy.C.E.(Bldg.)	Sp. CMFA	Dy. Ch. Engr. (P&D)
11.10.13	Dy.Ch. Engr. (Civil)	Dy. Ch. Engr. (P&D)	Dy. Ch. Engr. (Elec.–Dr.)
12.10.13	Dy. Ch. Engr. (Mech.-Rds)	Dy.Ch.Engr.(Civil)	Dy. Ch. Engr. (Civil)
13.10.13	Dy. Ch. Engr.(N), Bldg.	Dy. Ch. Engr. (W.S.)	Dy.Ch. Engr. (Ltg.)
14.10.13	Dy. Ch. Engr. (P.M.U)	Dy. Chief Engineer(WS)	Dy. Chief Engineer(SWM)
15.10.13	CM (Amusement)	Dy. Chief Engineer (WS)	Dy. Ch. Engr., KEIP
16.10.13	CM (Rev).	CM (Social Sector)	Dy Chief Engineer (Mech)
17.10.13	CM(LIC)	Dy.Chief Engineer(KEIP)	Dy C. En.(Order Supply)
18.10.13	CM(Market)	CM (Education)	Dy. Chief Engineer (South)

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 (Rev.) and Joint Municipal Commissioner (Gen.).**

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 54 of 2013-14 Date : 17.09.13.

Sub : Emergent instruments/apparatus arrangements during festive days (most particularly from October 10 to October 18, 2013) 24 X 7 arrangements.

- I. During the ensuing Puja Festival days, it is of utmost importance that all the different machineries of the KMC remain at their highest level of preparedness to give urgent civic services to the citizens of the city and to give lateral support to the other public utility agencies. In our Circular No.53 of 2013-2014 dated 17.9.2013, 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) D.G. (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	As per requirement		Bor-I Dy.C.E.  Bor-VII Dy.C.E.  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.Commissioner (Rev.)			
5	Matters related with installation of hoardings and banners etc.	Chief Manager (Parking) Jt. M.Commissioner (Rev.)	Demolition Squad	1	Central Control Room
6	Matters related with trimming of trees, removal of uprooted trees etc.	D.G. (P & S) Dy. Chief Engineer (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.	D.G. (P & S) Dy. Chief Engineer (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	Controlling Officer (SWM-I) Dy. Chief Engineer (SWM-II) E. E. (SWM)	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.				
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) Gully-pit emptier	132 76 57 8 1 4 8	
11	Matters related with illegal construction of building, demolition of unsafe building etc.	D.G. (Bldg.) D.G. (Bldg.-II) Controlling Officer (SWM)	Two demolition team led by Dy. CE having 15 labour on each team and two no. lorries. One Pay-loader and two dumper will be provide DG Mech. (Rds) and ten labours with two lorries will be provide by CO (SWM) at night shift only.	1 1 4	Central Control Room Central Control Room Central Control Room
12	Matters related with illumination of streets,	D.G. (Elec. & Ltg.)	Vehicles mounted with diesel generator set with four nos. flood light	2	Central Control Room

Sl. No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
	parks & squares, immersion ghats, replacement of bulbs etc.	OSD.(Elec./Ltg.)	Emergency vehicles with well-equipped gangs  Vehicle with one well-equipped gangs	2  1	Central Control Room  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. Mpl. Commissioner (Rev.)	-	-	-
15	All issues related with Municipal Markets.	C. M. (Market)  Jt. Mpl. Commissioner (Rev.)	Vehicle for Hq.  Vehicle for Gariahat Unit  Vehicle	1  1  1	The vehicle allotted to DLO (Hq.) will report at Hq. The vehicle allotted to DLO (Gariahat) will report at Gariahat Market. The vehicle allotted to Sr. Supdt (Mkt.) will report at Hq.
16	Matters related with public health, vaccination, disinfection, Ambulance services etc.	C.M.H.O.	Ambulance	4  2	Central Control Room  Borough - XIV
17	Matters related with illegal filling of water bodies	D.G. (PMU) Dy. Chief Engineer (PMU) E. E. (Civil) (PMU) Br. IX to Joka E. E. (Civil) (PMU) Br. I to VIII	-	-	-
18	Matters related with the supply of relief materials like tarpaulin etc.	Mpl. Secretary, KMC	<u>Relief Materials</u> Tarpaulin Saree Dhuti Lungi Children Dress	As per requirement	Caretaker

Sl. No.	Subject	Nodal Officer and his particulars/ Alternative officer with particulars	Apparatus/ Instruments	No.	Location of placement
		Addl. Mpl. Secy.	Blanket  Newly purchased Travelite Car (2 nos.)  *Dry foods (Chira/ Gur) are procured & supplied by concerned Bor. Ex.Engrs.		
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 (Rev.) and Joint Municipal Commissioner (Gen.).**

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 03 of 2013-14 Date : 04.04.13.

As per WB Finance Act, 2013 and in terms of notification No. 364 FT, 365 FT and 369 FT dated 28.03.13; following changes have come into effect from 01.04.13 :

**A. Changes in rates :**

Name of items/schemes	Existing rate applicable to 31. 03. 2013	Changed rate applicable from 01. 04. 2013
Items specified under Schedule C of the WB VAT Act, 2003	4%	5%
All unspecified items coming under Schedule CA of the WB VAT Act, 2003	13.5%	14.5%

Name of items/schemes	Existing rate applicable to 31. 03. 2013	Changed rate applicable from 01. 04. 2013
Composition scheme for works contractors [s.18(4)]	2%	3%

**B. Tax to be deducted at source by the contractee :**

Status of Contractor	Existing rate applicable to 31. 03. 2013	Changed rate applicable from 01. 04. 2013
When contractor is a registered dealer	2%	3%
When contractor is a dealer not registered under the Act.	4%	5%

All concerned are hereby directed to process the relevant matter(s) w.e.f 01/04/2013 giving effect to the changed rate as earmarked above.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



**DIRECTORATE OF COMMERCIAL TAXES  
GOVERNMENT OF WEST BENGAL**

**ATTENTION :: DEALERS**

As per WB Finance Act, 2013, following changes shall come into effect from 01.04.2013.

**A. Changes in rates**

Name of items/schemes	Existing rate applicable upto 31. 03. 2013	Changed rate applicable from 01. 04. 2013
Item specified under Schedule C of the WB VAT Act, 2003.	4%	5%
All unspecified items coming under Schedule CA of the WB VAT A, 2003.	13.5%	14.5%
Chewing tobacco, and pan masala of any type, when sold in a; packaged condition, Cigar, Cheroot, and Cigarettes.	20%	25%
Composition scheme for works contractors [s.18(4)]	2%	3%
Composition scheme for resellers [s.16(3)]	0.25% for dealers paying tax on turnover of sales	a) 0.25% for dealers paying tax on turnover of sales;  OR  b)(i) Rs. 7000/- for the year 2013-14 if ;turnover of sales for 2012-13 does not exceed Rs. 30 lakh

Name of items/schemes	Existing rate applicable upto 31. 03. 2013	Changed rate applicable from 01. 04. 2013
		(ii) Rs 12000/- for the year 2013-14 if turnover of sales for 2012-13 is more than Rs. 30 lakh and below Rs. 50 lakh.

B. Tax to be deducted at source by the contractee :

Status of Contractor	Existing rate applicable upto 31. 03. 2013	Changed rate applicable from 01. 04. 2013
When contractor is a registered dealer	2%	3%
When contractor is a dealer not registered under the Act.	4%	5%

Please see Notification Nos. 364 F.T. dated 28.03.2013, 365 F.T. dated 28.03.2013 and 369 F.T. dated 28.03.2013 for details.

COMMISSIONER, COMMERCIAL TAXES  
WEST BENGAL

Municipal Commissioner's Circular No. 06 of 2013-14 Date : 23.04.13.

In partial modification of MC's Cir. No. 41 of 2011-12 dated 22.10.2011 it is hereby notified to all concerned that the revised rate of charges of vehicles will be as follows :

- a) Rs. 300/- per day for petrol driven vehicles.
- b) Rs. 355/- per day for diesel driven vehicles.

Other terms and conditions as contained in MC's Cir. No. 41 of 2011-12 dated 22.10.2011 will remain unaltered.

This Circular will take effect from May 1, 2013.

Refer to MC's Circular No. 41 of 2011-12  
in Page No. 42 of Compendium 2011-12.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 07 of 2013-14 Date : 25.04.13.

It is notified for all concerned that restriction of expenditure as imposed in respect of B I Code No. 4480-231 i.e. Restoration Fund; has been withdrawn considering the fact that the supervision charges and cost of materials are deducted by the office of D G (Civil) from the receipt of the public utility concern at source.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 22 of 2013-14 Date : 31.05.13.

In continuation of Municipal Commissioner's Circular No. 32 of 2012-13 dated 10/08/2012 (copy enclosed) all the Controlling Officers/HOD's are requested to inform the contractors/suppliers

who are working in their department to furnish the required information within 30 (thirty) days time to facilitate introduction of e-payment system through ECS/RTGS.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 32 of 2012-13 Date : 10.08.12.

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. 70 of 2013-14 Date : 26.11.13.

It is notified for all concerned that the Hon'ble Mayor has been pleased to withdraw embargo on expenditure from maintenance budget code (400) under Bustee Department.

Concerned Controlling Officer may kindly note the above decision of the Hon'ble Mayor and take further necessary action.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 72 of 2013-14 Date : 28.11.13.

It is notified for all concerned that the Hon'ble Mayor has been pleased to withdraw embargo on expenditure from Integrated Borough Scheme 8924-800.

Concerned Controlling Officer may kindly note the above decision of the Hon'ble Mayor and take further necessary action.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 74 of 2013-14 Date : 04.12.13.

It is notified for information of all concerned that Hon'ble Mayor has been pleased vide his order dated 02.12.13 to withdraw restriction on expenditure from the following budget codes to the extent of 15%. To paraphrase, the department may undertake works up to 85% of the budget allocations under B I Code No. "400" & "800" under the following budget heads :

- 1) Market Department (3500/400 & 800)
- 2) Water Supply and Water Works (4200/400 & 800)
- 3) Sewerage & Drainage (4300/400 & 800)



- 4) Roads Department (4400/400 & 800)
- 5) Parks & Square (4474/400 & 800)
- 6) SWM Department (4500/400 & 800)
- 7) Lighting Department (4600/400 & 800)
- 8) Electricity Department ( 4700/400 & 800)
- 9) SWM (Motor Vehicles) (4800/400 & 800)
- 10) Health Department (6100/400 & 800)
- 11) Education Department (5200/400 & 800)
- 12) Bustee Department (7100/400 & 800)
- 13) Social Sector Department (7900/400 & 800)

All Controlling Officers of the above mentioned departments may take further necessary actions in implementing above decision of the Hon'ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 75 of 2013-14 Date : 10.12.13.

Of late it has been noticed that some Departments are not following the CRN module at the time of booking fund for a work/supply of goods or services.

To ensure strict budgetary control, all the Departments will have to book the fund at the time of undertaking any work through the CRN module. Finance & Accounts Department will not process any file for sanction as well as bill for passing w.e.f. 01.04.2014 without CRN Booking slip.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**THE KOLKATA MUNICIPAL CORPORATION**

\_\_\_\_\_ Department (Budget Booking Slip)

Budget Index Code: \_\_\_\_\_  
 Borough No. : \_\_\_\_\_ Ward No. : \_\_\_\_\_  
 Narration of Work : \_\_\_\_\_  
 Party's Code : \_\_\_\_\_  
 Party's Name: \_\_\_\_\_  
 Party's Address: \_\_\_\_\_  
 Total Amount : \_\_\_\_\_  
 Work Sanctioned By: \_\_\_\_\_ Date of Sanction: \_\_\_\_\_  
 Note of the Department: \_\_\_\_\_

**Signature of the HOD/CO**

Municipal Commissioner's Circular No. 81 of 2013-14 Date : 31.12.13.

It is notified for information of all concerned that the Hon'ble Mayor has been pleased vide his order dated 30-12-2013 to withdraw restriction on expenditure from Budget Code No. 8938/400 -

**“Programmes on Environment”** to the extent of 15%. To paraphrase the department may undertake works up to 85% of the budget allocations of the B.I. Code No. 8938/400. The Controlling Officer of the PMU Department may take further necessary action **in** implementing above decision of the Hon’ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner’s Circular No. 89 of 2013-14 Date : 13.01.14.

In partial modification of the Municipal Commissioner’s Circular No. 09 of 2007- 08 dated 23/05/2007 it is hereby ordered that the structure of delegation of the Municipal Commissioner’s powers regarding various aspects of the Finance & Accounts Department will henceforth be as mentioned below :

<b>Activity</b>	<b>Decision Tier</b>	<b>Existing authority</b>	<b>Proposed authority</b>
Financial vetting of all files for execution of works, supply of materials and other works	For works/supply of materials valued upto Rs 2,00,000/-	Mpl. Accountant has authority upto 50,000/- and from 50,001/- upto 5,00,000/- it is Dy. CMFA	Mpl. Accountant
	For works/supply of materials valued from 2,00,001/-upto 10,00,000/-	From 5,00,001/- to 15,00,000/- it is Addl.CMFA	Dy. CMFA
	For works/supply of materials valued from 10,00,001 /- upto 25,00,000/-	From 15,00,001/- upto 25,00,000/- it is Spl.CMFA	Addl. CMFA
	For works/supply of materials valued from 25,00,001 /- upto 50,00,000/-	From 25,00,001/- and above it is CMF A	Spl. CMFA
	For works/supply of materials valued from 50,00,001/- and above	CMFA	CMFA
Passing of bills	Value of bill upto 2,00,000/-	Mpl. Accountant upto 1,00,000/- and Dy.CMFA above 1,00,000/-	Mpl. Accountant
	Value of bills above 2,00,000/- (except final bills of the works where total cost of works exceed Rs 5 Crore)	Dy.CMFA	Dy.CMFA
	Final bills of the works Where total cost of works exceeds Rs 5 crore	Addl.CMFA	Addl. CMFA

The other provisions; of the Municipal Commissioner's Circular No. 09 of 2007-08 dated 23.05.2007 will remain unaltered.

This has the approval of Mayor-in-Council in its meeting dated 09.01.2014.

Refer to MC's Circular No.09 of 2007-08  
in Page No.212 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 106 of 2013-14 Date : 03.03.14.

Introduction of e-payment system for contractors/suppliers was under active consideration of the KMC authority for some time past. Accordingly, a circular having number M.C's Circular No. 32 of 2012-13 dt. 10/08/2012 was issued requesting all contractors/suppliers to furnish information as per prescribed format for capturing necessary data by the Finance & Accounts Dept. of KMC. However, it has been reported by the F&A Dept. that only a very few no. of suppliers/contractors have submitted filled in form in this regard in pursuance of the said circular.

It is being informed to all concerned that KMC has planned to make e-payment in a phased manner to contractors/suppliers from the coming financial year in order to fulfill the Vision laid in "Vision 2020". In this respect, all contractors/suppliers who have not submitted the mandate form yet are once again 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.

Moreover, it is also being informed to all concerned that henceforth filled up mandate form, photocopy of bank passbook, photocopy of cancelled cheque would be required to be submitted while applying for opening party code of a supplier/vendor at F&A Deptt-KMC.

All Controlling Officers / HODs are requested to extend their cooperation in respect of all the matters as illustrated above.

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 bank) :  \*
- (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:.....2014

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

**(\*) Mark fields are mandatory to fill up.**

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 84 of 2013-14 Date : 03.01.14.

Like previous years this year also KMC has an important role for the visiting pilgrims of Ganga Sagar Mela 2014. In this connection different departments under Kolkata Municipal Corporation shall render their *respective* functions during the period of 6<sup>th</sup> January to 17<sup>th</sup> January, 2014 as enumerated below.

Jt. MC (P)	To make Control Room operational.
DG(Civil)/ DG(Mech)/ DG(Roads)	Shall take necessary steps for repairing (Patch work) of the connecting roads towards Diamond Harbour Road, so that vehicles of pilgrims may ply smoothly.
DG (SWM)	Shall take special care like previous years for disinfection and cleaning the locations especially where the pilgrims of Sagar Mela assemble and more towards Sagar Mela.
CMHO	Shall take step for opening a few medical camps like previous years at the locations where the pilgrims assemble. It must be provided round the clock. An ambulance should also be kept in place.

DG (WS)	Shall take a preparation for supplying drinking water at the locations where pilgrims of Sagar Mela assemble and also gather at the time of returning. e.g. Outram Ghat, Babughat etc.
DG (Lighting)	Shall take necessary step to avoid any power interruption especially at the points where pilgrims assemble to <i>move</i> for Ganga Sagar Mela. He is also requested to make arrangement for sufficient lights at the same locations where pilgrims assemble.
DG (Bustee)	To take close observation <i>over</i> the utility of mobile toilet installed by PHE Department.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 17 of 2013-14 Date : 24.05.13.

Over last few years KMC has undertaken various big projects through KEIP & P&D Department with ADB fund and financial assistance from JNNURM authority. While the KEIP & P & D Department are mainly entrusted to create and develop the infrastructure assets like Sewerage & Drainage, Parks & Squares and Water Supply Scheme etc its day to day operation and maintenance after completion, are vested with the functional departments like Sewerage & Drainage, Parks & Square and Water Supply etc.

For seamless and smooth transfer of assets after completion it has been decided to involve the functional departments from the very beginning of the project work so that after completion such assets can be handed over to the operational department effectively and in hassle free manner.

This order will take immediately.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 23 of 2013-14 Date : 03.06.13.

A committee with the following members is formed to examine the issue of O.T./Holiday Allowance etc. of the staff of Engineering Department.

- 1) Sri B. K. Maity, D.G. (W/S) - Chairman
- 2) Sri P. K. Duha, D G. (Civil) - Member
- 3) Sri Amit Roy, S O (S&D) - Member
- 4) Sri Asim Mondal, D G (SWM) - Member
- 5) Sri A. K. Dhar, D G (Roads - Mech.) - Member

The committee will examine the entire issue and submit its report within 6<sup>th</sup> June, 2013, days time.

*Terms of reference of the committee will be as follows :*

- a) To examine the need of deployment of extra manpower on Holiday/Sunday and quantify the need.
- b) To examine the need of deployment of extra man power during normal working days and its quantification.
- c) Whether substitute labour/employee can be deployed and if so the basis and period of such deployment.
- d) To fix up the rate of OT/Holiday Allowance on normal working days and on Sunday/Holiday.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 27 of 2013-14 Date : 14.06.13.

In view of celebration of Jamai Sasti, all the' KMC offices and schools barring essential and emergency services shall be closed at 2 P.M. on Friday the 14th June, 2013.

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 31 of 2013-14 Date : 01.07.13.

A Notification No. GO. 5240 -F (P) Dt 01<sup>st</sup> July, 2013 of the Finance Dept of the Govt of WB has been received declaring holiday on 01<sup>st</sup> July, 2013 from 02 pm on the occasion of birthday of Dr BC Roy, former Chief Minister of West Bengal.

Accordingly it is hereby notified that offices, schools, etc of the KMC will remain close from 02 pm on 01<sup>st</sup> July, 2013 except essential services.

This is issued with the concurrence of the Hon'ble Mayor of Kolkata.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 32 of 2013-14 Date : 01.07.13.

It is notified for all concerned that a circular has already been issued (M.C.'s Circular No. 16 of 2013-14 dated 17/05/13) which contains guidelines for maintenance of Attendance Register of casual workers engaged by KMC or through agency.

It has further been decided that same procedure will be followed in respect of Group 'D' employees of KMC in regard to maintenance of Attendance Register by the respective department.

This circular will take immediate effect.

Refer to MC's Circular No.16 of 2013-14 in Page No. 77

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 45 of 2013-14 Date : 17.08.13.

A compilation of achievement reports of all the departments of the KMC will be brought out soon. The previous such compilation was brought out covering the period from June 2010 to May 2012. However, a year has elapsed since then and it has become imperative to refresh the important milestones achieved since then for dissemination of such achievement widely. With this view in mind, all- departments of the KMC are hereby requested to submit an achievement report of their respective department for the period from **June 2010 to July 2013 on or before 31<sup>st</sup> August 2013 to the Personnel Officer.**

The report shall be in the form of initiatives/ projects taken with brief description thereof including achievement in a tabular format. The format is hereby enclosed with this circular. The report shall accompany inter alia, table, graphs, photographs, statistical information etc. to the extent possible. A brief list of future plans, projects etc may also be furnished. The report shall be submitted in both hard & soft (C.D.) copies.

The copy of the previous achievement (June, 2010 - May, 2012) report is also attached for your reference.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

## Format of Achievement Report

1. A brief overview of the activities of the Department :
2. Year wise Initiatives and Achievement :

<b>Period</b>	<b>Initiatives / Projects undertaken</b>	<b>Achievement</b>
June 2010 - May 2011		
June 2011 - May 2012		
June 2012 - July 2013		

3. Graphs / Tables etc. :
4. Photographs :
5. Future Plan, Project etc :

### Municipal Commissioner's Circular No. 46 of 2013-14 Date : 20.08.13.

It is for the information of all concerned that Civic Police Volunteers working under various departments of the KMC must perform duties for 08 (Eight) hours on all the working days including Saturdays as per the existing terms and conditions.

All the concerned Controlling Officers and the HODs are requested to certify the duties for eight hours on the days of work on attendance sheet. bottom for preparation of the wages bill, otherwise bills not bearing clear certification may not be processed.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

### Municipal Commissioner's Circular No. 52 of 2013-14 Date : 17.09.13

#### **Reminder**

All Controlling Officers were directed to submit the Achievement Report of the concerned Deptt. for the period from June 2010 to July 2013, vide M.C's Circular No: 45 dated 17/08/13 on or before 31<sup>st</sup> August 2013 to the Personnel Officer.

However, only a few Departments have submitted the said report so far.

Now, it is enjoined upon all the department who have not submitted the Achievement Report, to submit the same in both hard & soft copies to the Personnel Officer by **24th September, 2013** positively.

Refer to M.C.'s Cir. No. 45  
of 2013-14 in Page No. 54.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

### Municipal Commissioner's Circular No. 55 of 2013-14 Date : 18.09.13.

Sub : Vision 2020 for KMC.

#### **REMINDER**

Attention of all concerned is invited to Municipal Commissioner's Circular No. 71 of 2012-13, dated 21<sup>st</sup> October 2012 on the subject captioned above (copy enclosed). All the departments

were directed to submit a report in the prescribed format to define its vision 2020. However, no department has submitted any report so far.

Now, therefore, it is enjoined upon all the departments to submit a report on Vision 2020 as per the enclosed format to the P.A. to Municipal Commissioner latest by 05<sup>th</sup> October 2013.

<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>

Refer to MC's Circular No.71 of 2012-13  
in Page No.67 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 78 of 2013-14 Date : 26.12.13.

Of late it has been observed that disposal of files and proposals are delayed in different departments at the level of different officials. It may be noted by all concerned that KMC is going to publish **Administrative Calendar** for the coming months. It has been decided by the authority that all the works are to be completed within schedule date and time.



To ensure the above objective, all officials from Deputy Manager Cadre and above are requested to maintain “**Work Diary**” for their assigned job. Controlling Officers of the respective departments will review the movement of files at least twice in a month and take the corrective measure, if any.

This order is issued with the approval of the Hon’ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner’s Circular No. 85 of 2013-14 Date : 08.01.14.

In supersession of all previous Circular’s regarding attendance in office in respect of the officers and employees of the Kolkata Municipal Corporation, the following instructions be strictly adhered to for ensuring punctuality in attendance and prompt disposal of work :

1. Every staff and officer shall have to sign the Attendance Register noting the time of arrival and also the time of departure.
2. (a) In all categories of establishments, the grace period for signing the Attendance Register shall be 15 minutes after the scheduled time and an employee/officer coming after this grace period shall be marked ‘Late’.
- (b) Staff and officers will be allowed to sign the Attendance Register and record attendance within 30 minutes of the scheduled time of attendance. Anybody coming thereafter will be marked ‘Absent’ and will not be allowed to join duty on the date, unless he has been granted ‘half-day’ casual leave for the first half of the day.

**Example :**

If the time of rat ten dance in an office is 10.30 a.m., any staff/officer reporting after 10.45 a.m. will be marked ‘Late’ and after 11.00 a.m. she/he will be marked ‘Absent’ in the Attendance Register.

Any employee whose duty is to start, say at 8.00 a.m. will similarly be marked ‘Late’ and ‘Absent’ if she/he does not turn up for duties within 8-15 a.m. and 8-30 a.m. respectively.

- (c) Attendance Register should be kept with a designated officer from 15 minutes after the scheduled time of attendance to 05 minutes before the scheduled time of departure. The Attendance Register should be sent to the office 05 minutes before the scheduled time of departure so that the employees can put their signature in the Departure column. At the scheduled time of departure cross marks will be given against those who have not signed the departure column.
- (d) No staff/officer shall leave office before closing hours without prior permission of the Controlling Officer or Head of the Department.
- (e) An officer or employee who is late in attendance for three days in a month will forfeit one day’s Casual Leave for three days such late attendance. In the case of there ‘being no credit in the account of C.L. the leave sanctioning authority shall be competent to deduct Earned/Half Pay Leave. Controlling Officers and Head of the Departments and other Superiors Officers shall ensure that proper procedures/mechanisms are devised to keep an account of deducted leave.
- (f) If the Controlling Authority is satisfied that the delayed arrival of an employee in office has been due to dislocation of traffic, heavy downpour or similar genuine and convincing circumstances over which the K.M.C. employee has no control, such delay may be condoned by the Controlling Authority provided such dislocation of traffic etc. should be of general and very extensive in nature.
- (g) The competent authority may initiate disciplinary action against a staff/officer for persistent late attendance or persistent early departure from office without permission under the C.M.C. officers & Employee Conduct Regulation 1992-93.

It shall be the duty of the concerned Controlling officer/Head of the Department to see that these instructions are rigorously followed in all the offices for which surprise visits should be undertaken by the Controlling Officers and other Superior Officers.

The officers entrusted with the checking of attendance and supervision of performance of the staff/officers will be fully accountable for their performance in this regard to the superior authorities.

This order shall take with immediate effect.

This has the approval of Hon'ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 88 of 2013-14 Date : 11.01.14.

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 matter	Name of the Officer
1 <sup>st</sup> Monday	10.30 a.m. to 12.30 p.m.	1. Building matter 2. Disposal of Cases through hearing (Building) 3. Pending Audit Queries 4. Court Cases 5. Computerised System	JMC(Rev.), JMC(D), DG(Bldg.) OSD, DG(Bldg.)-II, DG (PMU), CM(Rev.), CMLO, MS (Building)
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 and use toilets, Fund released by MA Department from State Plan.	JMC(D), JMC(Rev.) DG(Civil) DG(WS) CMFA, CMHO, SO(S&D), CO(SWM), CM(SS) DG(Mech.) DG(Bustee) DG(Roads), DG(L/E) DG(P&S) DG(Mkt.), DG (PMU)
	2.00 p.m.	MPLAD/BEUP	Concerned Ex. Engrs. may remain present in the video conference, DG(MPLAD), DG(Civil)
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, Digitisation of Records, Service Books.	JMC(D&G),JMC(P),JMC(Rev.), CMFA, CO(SWM), DG(W/S), SO(S&D), DG (Civil), CME(P&D) DG(Elec.), DG(PMU), DG (Roads), DG(P &S), DG(Mkt.) DG(IT), IT Advisor, DMCCP), CM-SRAC and DPOs, Dy. Manager-SRAC, Manager (System)
3 <sup>rd</sup> Tuesday	10.30 a.m. to 12.30 p.m.	License, Revenue and other Revenue Collection Department Hearing related Assessment.	JMCCD), Pr. LA, CV&S, CMLO, CM (Rev), CM(Lic.), CM(Advt), CM (Mkt.), CM (Amusement), Concerned Controlling Officers

<b>Day</b>	<b>Time</b>	<b>Subject matter</b>	<b>Name of the Officer</b>
3 <sup>rd</sup> Wednesday	10.30 a.m.	Beautification Programme i.e. Riverfront, Road railing, Colouring, Roadside Garden etc.	JMC(D),JMC(Rev),CMFA,CMA, DG (C), DG(P&S), DG(Roads), DG (EWS)
	2.00 p.m.	B. E. U. P.	DG (MPLAD) and concerned Controlling Officers.
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.I	JMC(G) JMC(Rev.) DMC(P) CO(SWM) DG(C), CMHO, DG(Bldg.), DG(WS)
3 <sup>ro</sup> Saturday	10.30 a.m. to 12.30 p.m.	Health, Education & Social Sector, Land Matters, PPP	JMC(G),CM(SS),CMHO, CM(EDN), DG(PPP), Dy. Manager(PPP), Manager(System/GIS, Asst. Engr(C) /PMU, Pro L.A., Ch. V & S, CMLO, CMHO, Concerned Controlling Officers
	2.00 p.m.	JNNURM, RAY & BSUP particularly DPR for new Schemes.	JMC(D), CME(P/D) DG(TP), DG(PMU) DG(Bustee), DG(Roads),SO(S&D), CO (SWM),DG(TP)
Every Saturday	3.00 p.m.	Activities of various Departments particularly Drainage Pumping Stations, SWM, Parks & Squares and other Civil Engineering Departments related to Monsoon and water logging work ..... Conference Hall No. I	SO(S&D), DG (P&S), DG(C), CO(SWM), DG(L/E), DG(KEIP)
	1.00 p.m.	Meeting Reg. Wakf Property ..... MC's Chamber	JMC(G), JMC(Rev.), Land Advisor, CM(SS), CMLO
Everyday	5.00 p.m.	The modality of distribution of Joyti Potato.	
18 <sup>th</sup> of the each month (if 18 <sup>th</sup> falls on Holiday the meeting will be held on the next working day.)	2.30 p.m.	Administrative Calendar for implementation of schemes.	All Controlling Officers

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. 99 of 2013-14 Date : 17.02.14.

Sub : Surprise visit of the work sites and monitoring the pre-monsoon preparedness of the Borough Offices.

Besides surprise visit of the work sites and monitoring the pre-monsoon preparedness of the Borough Offices, the Joint Municipal Commissioners will monitor the cleanliness of the roads, coloring/washing of road side railings and road side beautification also within the Borough areas allotted against each. Conduction of surprise visit of the work sites also to be done by them in the same Borough area.

<b>Name of officer</b>	<b>Borough allotted</b>
Sahazad Shibli, IAS Joint Municipal Commissioner (Rev)	XI, XII, XIII, XIV, XV
Sri Upendra Nath Sarkar, WBCS (Exe) Joint Municipal Commissioner (P&S)	VI, VII, VIII, IX, X
Sri Sristridhar Santra, WBCS (Exe) Joint Municipal Commissioner (D&G)	I, II, III, IV, V

This has approval of Hon'ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 101 of 2013-14 Date : 19.02.14.

The Kolkata Municipal Corporation has taken up an all out endeavor to upgrade the infrastructure to make the city in international standard through rejuvenation and beautification. Up-gradation of different office buildings of the Kolkata Municipal Corporation with proper cleanliness is also an integral part of the aforesaid mission.

All concerned are once again requested to ensure cleanliness of the department under their control. Pasting of posters on the wall of office building except in earmarked place, spitting on walls and floors are strictly prohibited. This must be ensured by all Controlling Officers of the respective department.

This has the approval of Hon'ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 09 of 2013-14 Date : 29.04.13.

Sub : Procurement of Computer Hardware.

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, stands dissolved.

Henceforth, in place of the aforesaid Computer Hardware Procurement Committee, a Committee with the following members will oversee the procurement of computer hardware and annual maintenance of existing computer hardware as also disposal of unserviceable computer hardware :

1. Joint Municipal Commissioner (Dev) - Chairman
2. Controller of Municipal Finance & Accounts
3. Chief Municipal Auditor
4. Director General (Civil)
5. Director General (IT)

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 39 of 2013-14 Date : 24.07.13.

A "Procurement Committee - Hardware/Software" is being constituted to look into the procurement of hardware as well as software by IT Dept. This Committee shall consist of :

- 1) Jt. M.C (Rev.) - Chairman
- 2) Jt. M.C (G&D) - Member.
- 3) CMF&A - Member
- 4) CMA - Member
- 5) DG (C) - Member
- 6) DG (W.S) - Member
- 7) DG (IT) - Convener

The proposed Committee will function at tandem with the IT Technical Committee formed with professors of J.U, BESU, IIT (Kgp.) & ISI.

RfP of any procurement of hardware/software will have to be technically authenticated by IT Tech Committee before going for the actual procurement. This new Committee will be devoted to examine and justify the utility, usage, of course, the quoted price etc. Since the principal function of this Committee will be the price-negotiation, henceforth any case of procurement of IT Department need not be placed before Tender Committee as such clearance of the proposed Procurement Committee - hardware/software will be final and binding upon the IT Department without further clearance of T.C.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 59 of 2013-14 Date : 24.09.13.

The Kolkata Municipal Corporation has already implemented e-tendering procedures vide Municipal Commissioner's Circular No. 33 of 2012-13 dated 10/08/12. Now implementation of e-tendering for tender value of Rs. 5.00 lakh and above is under active consideration of the KMC authority. Decision of the authority will be communicated as soon as it is approved by the MIC.

For effective and smooth implementation of e-tender, all Controlling Officers are requested to submit duly filled up D.S.C. Form to the DG and OSD (IT) within 7 (seven) days. All Controlling Officers are also requested to contact with Chief Operational Manager, 1<sup>st</sup> Floor, A Block, CGO Building, Lodhi Road, New Delhi - 3 and also contact with Mr. Amitava Basu (Mobile No. 98306 10378) of NIC Kolkata Office for obtaining digital signature certificate. This

may be treated as urgent and all Controlling Officers are requested to obtain digital signature certificate so that e-tendering process can be done smoothly.

Refer to MC's Circular No.33 of 2012-13  
in Page No.37 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 86 of 2013-14 Date : 08.01.14.

In partial modification of the Municipal Commissioner's Circular No. 03 of 2012- 13 it is decided that henceforth user departments are to procure computer hardwares of their own consulting concerned Manager (Systems) and by inviting quotations departmentally utilizing departmental budgetary allocations following proper procedure as per specifications to be obtained from IT Department. User departments should maintain the inventory and also inform OSD (IT) of the procurements.

Refer to MC's Circular No.03 of 2012-13  
in Page No.80 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)

Municipal Commissioner's Circular No. 38 of 2013-14 Date : 17.07.13.

It is notified for all concerned that a dedicated cell to monitor JNNURM works is formed and P&D Department has been declared as the Nodal Department for such work. All the concerned officers will submit their DPR and other documents relating to JNNURM works to the CME (P&D) for taking further necessary action. CME (P&D) will appraise the progress of the JNNURM works to Jt. M.C. (Dev.) and M.C. on regular basis.

This order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 12 of 2013-14 Date : 14.05.13.

In order to provide effective and smooth civic services in areas under Joka I and II during the initial period of inclusion under the Kolkata Municipal Corporation, quite a few number of officials of various designations drawn from different departments of the KMC were posted in Joka I and II to render services in addition to their own duties.

Now, to provide more thrust in service areas under Joka I and II, the officials posted from different departments will exclusively look after their duties in Joka I and II w.e.f. 1<sup>st</sup> July 2013 and will function from the office of Joka(I&II) of KMC at Diamond Park, Joka.

Concerned departments will make necessary arrangement accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 87 of 2013-14 Date : 10.01.14.

The KMC is engaged, *inter alia*, in erection, maintenance and illumination of street lamps with poles all over Kolkata, construction and maintenance of electrical crematoriums at the Burning Ghats etc. Towards this purpose, the Lighting and Electrical departments of the KMC have to

constantly maintain the laid out electrical wirings and various electrical equipment. Proper upkeep and maintenance of such wirings and equipment are of vital importance to avert any kind of hazards and disaster including fire hazards which not only result in damage of valuable equipment causing disruption in burning ghats, illumination of city streets and any such service provided by the KMC but may also cause loss of life and damage to properties.

In order to ensure smooth functioning of services provided by the Lighting and Electrical departments of this corporation, it is felt imperative to constitute a committee comprising members as stated below to develop **a manual on Electrical Safety Code** :

1. Sri Pradip Jyoti Biswas, Ex-Director General (Lighting), KMC as chairman of the committee.
2. Sri Sanjoy Bhowmik, Dy. Ch. Engineer (Electrical) and looking after the work of DG E) as Member of the Committee.

The committee will examine the existing systems and develop a manual as mentioned herein above and submit its report with specific recommendations along with financial implications, if any within **two months** from the date of joining of the chairman of the committee.

Controlling Officers and HoDs of the Concerned departments are requested to extend necessary cooperation to the Committee. Sri Pradip Jyoti Biswas, Ex- Director General (Lighting) will be paid a consolidated remuneration on mutually agreed basis.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 44 of 2013-14 Date : 12.08.13.

The Deputy Security Officer and the Assistant Security Officers of the KMC Market Department are in overall charge of sweeping-cleaning I housekeeping of the KMC markets. In order to keep the KMC markets neat and clean, they need to procure requisite materials/ implements.

For the purpose of procuring such materials I implements, the said Deputy Security Officer and Assistant Security Officers of the KMC Market Department may draw an advance of Rs. 2000/- (Rupees Two Thousand Only) .per market under their jurisdiction and submit the utilization certificate to get the advance adjusted within 30 days from the drawal of such advance.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 105 of 2013-14 Date : 22.02.14.

The Kolkata Municipal Corporation has floated a tender for engagement of a financial consultant for analysis of price mechanism of commodities prevalent in the city of Kolkata. The purpose of such analysis is to prevent ad hoc-ism in price fixation of commodities and to protect the citizens of Kolkata from exorbitant price hike or profiteering by unscrupulous traders.

The following Committee is hereby constituted for evaluation of the technical bids in respect of the said tender and to oversee the analysis :

- i) Joint Municipal Commissioner (Revenue & Supply) - Chairman
- ii) Controller of Municipal Finance & Accounts - member
- iii) Chief Municipal Auditor - member
- iv) Chief Municipal Law Officer
- v) Dr. Abhirup Sarkar, Professor of Economics, Indian Statistical Institute, Kolkata.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 08 of 2013-14 Date : 29.04.13.

In view of the on-going season of norwester, water-logging and for time to come till further order, it is hereby ordered that following officers will play the vital role :

<b>Sl. No.</b>	<b>Designation of the officer</b>	<b>Brief description of the duties assigned</b>
1	Municipal Secretary	To coordinate with different department of KMC and line department of the state government too and will also be in charge of KMC Control Room and distribution of the relief materials as and when required.
2.	D.G.(Civil)	Keep close coordination with the Municipal Secretary and mobilize borough Executive Engineers and all officers at the borough level under his control during any kind of disaster.
3	D.G. Bldg.-II	Mobilize team for trimming and removing of fallen trees. In case of collapsed building to take necessary action accordingly.
4	D.G.Building-I & Safety	Building collapse, any kind of fire incident, any kind of disaster, he will mobilise the zone-wise engineering set-up under his control to tackle any kind of untoward incident.
5	SO, S&D	In time of heavy rainfall, proper functioning of drainage pumping stations, cleaning of gullipits to prevent any kind of water-logging in the streets of Kolkata.
6	D.G. (Lighting)	To coordinate with the CESC and also to keep in touch with control room for removal of any uprooted lamp-post, and/or tackling any emergency relating to electrical hazards and shock.
7	D.G. & OSD (SWM)	To provide man power and vehicle support under charge of an officer, at CMO HQs, so that they can be rushed to any place of occurrence of disaster if the need so arises.
8	Security Advisor	To coordinate with KMC and police control room under direction of Municipal Secretary.
9	Executive Engineer, Disaster Management, I	To assist the above mentioned officers in time of any natural or man-made calamity and also to co-ordinate with KMC Control Room and Police Control Room and to be posted at Police Control Room in time of extreme emergency.
10	Executive Engineer, Disaster Management, II	To assist the above mentioned officers in time of any natural or man-made calamity and also to co-ordinate with KMC Control Room and Police Control Room and to be posted at Police Control Room in time of extreme emergency.



Joint Municipal Commissioner(G&D) will be in-charge of the overall arrangement.

This order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 18 of 2013-14 Date : 25.05.13.

In continuation of Municipal Commissioner's Circular No. 17 of 2013-14 dated 24.05.2013 it may further be noted by all concerned that during the monsoon period, Officials of KEIP and P & D Department will keep close liaison with the Drainage and Civil Engineering Department of the KMC. Controlling Officers of P&D and KEIP Department will please earmark some of their Officials who will be posted in the Civil Engineering Department and Drainage Department on regular basis during monsoon period.

Officials of the Engineering Departments including SWM and Health Department will not take any leave during monsoon period without prior permission from the Municipal Commissioner.

All arrangements to combat water logging etc. and arrangements made specially for monsoon period will be communicated to the concerned Borough Chairpersons by concerned Borough Executive Engineers with full details of arrangements.

This order is issued in the public interest and will take immediate effect.

Refer to M.C.'s Cir. No. 17  
of 2013-14 in Page No. 53.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 20 of 2013-14 Date : 28.05.13.

From 1<sup>st</sup> of June, 2013 there will be a meeting on every Saturday at 3 P.M. in Conference Hall No. – I to monitor the activities of various departments particularly Drainage Pumping Stations, SWM, Parks & Squares and other Civil Engineering Departments related to Monsoon and water logging work. S.O., S&D has been declared as Nodal Officer and he will arrange to invite concerned officials of the Irrigation Department, KMDA, Metro Rail and other related departments. This arrangement will continue up to 15<sup>th</sup> October, 2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 24 of 2013-14 Date : 10.06.13.

Sub : Emergency arrangements during the ensuing norwester/rainy season in the next few months of 2013.

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	<p>(i) On every single day in the week, there shall be one team (consisting of one Supervisor and five labourers with one lorry) placed at each Borough office from 6-00PM to 6-00 AM in Boroughs I to X and one team (consisting of one Supervisor 4 labours with one lorry from 6-00 PM to 6-00 AM in Borough XI to XV. Each Supervisor will have a mobile phone. The teams will be centrally controlled by Parks &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, there will be two (2) contractual gangs consisting of one (1) Supervisor and five (5) labours from 6.00 P.M to 6.00 A.M. Each supervisor will have a mobile phone. Teams of the control room will be directly under the Arboriculture overseer who will also attend control room every from 6.00 A.M. and round the clock on Sunday &amp; holidays. Three (3) no. of hire lorry will be stationed at central control room every from 6.00 P.M. to 6.00 A.M. and round the clock on Sunday &amp; holidays.</p> <p>(iii) One hire crane will be stationed at control room from 6.00pm. to 6.00 am for emergency removal of uprooted big trees from any part of the city and one hired vehicle (Tata Sumo type) will be stationed at contro; room from 6.00 pm. to 6.00 am. for carrying out emergency inspection and also for immediate attending at the disaster hit site.</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) D.G.&amp; OSD (Parks &amp; Squares), Dy. C.E (P &amp; Sq.) &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>From 15.6.2013 till 20.10.2013</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>DG &amp; OSD (P &amp; S)</p> <p>Dy. C. Engr. (P &amp; S)</p> <p>Ex. Engr. (P &amp; S)</p> <p>Asst. Horticulturist / Arboriculture Overseer in Control Room : Asst. Horticulturist</p> <p>Arboriculture Overseer</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 helpers, 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, one team will be placed in the <b>Central Control Room</b>. Each team will have one electrician, two helpers, 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 one generator of 5 KVA fitted vehicle, having one electrician, one helper with one mobile phone and four numbers 250W metal halide lamps with each vehicle.</p>	<p>From 15.06.2013 till 20.10.2013</p> <p>- do -</p> <p>- do -</p>	<p>DG (Elec.) Dy. C.E. (Ltg.) Ex. Engr. (Ltg., Zone-II) Ex. Engr. (Ltg., Zone - I)</p> <p>Ex. Engr. (Ltg., Zone - V)</p> <p>Ex. Engr. (Ltg., Zone - III)</p> <p>Ex. Engr. (Ltg., Zone - IV)</p> <p>Ex. Engr. (Elec.) Ex. Engr. (Elec.)/HQ</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 15.6.2013 to 20.10.2013</p> <p>- do -</p>	<p>Controlling Officer (SWM)</p> <p>Dy. C.E. (SWM-I) (Act.)</p> <p>Dy. Dir.-IV (SWM-I) Dy.Dir-I(SWM-I) Dy.Dir-II(SWM-I) Dy. Dir.-III (SWM-I)</p>
4.	Drainage Deptt (Deployment of Control Room Management, continuous operation of pumping stations, deployment of mazdoors at water	<p><u>MANNING OF PUMPING STATIONS</u> There will be round the clock manning in BDPS, PBPS, DLPS, MDPS, with at least one A.E./SAE perpetually available in each shift. One Assistant Engineer/Sub-Assistant Engineer should be posted at night shift at BDPS, PBPS, DLPS &amp; MDPS.</p> <p><u>MANNING AT THE WATERLOGGING POCKETS</u> A : There are three FLOOD CONTROL centres(Hrishikesh park,Subodh Mullick square park &amp; Traingular park) in Town system &amp; suburban system area.</p>	<p>From 15.6.2013 to 20.10.2013</p> <p>From 15.6.2013 to 20.10.2013</p>	<p>SO (S &amp; D) DG, OSD-EWS Dy. C.E. (Civil) S &amp; D Deptt. Dy. C.E. (Elec.) Pumping Stns.</p> <p>Dy. Engr. (SC) Ex. Engr. (E MDPS)</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
	logging pockets, deployment of pumps etc.)	<p>In weekdays, manning will be done from 11.00 a.m. to 9.00 p.m. in Sunday/holiday manning will be done from 11.00 a.m. to 4.00 p.m. &amp; 4.00 p.m. to 9.00 p.m. The programme will be led by at least one SAE.</p> <p>B : There is ONE FLOOD CONTROL centre (Ultadanga syphone pumping Station) in Manicktala system area.</p> <p>There will be manning in flood control area by <b>Contractual Majdoors</b> perpetually available in one shift from 11.00 a.m. to 7.00 p.m. under supervision of S&amp;D Deptt.</p> <p><u>Arrangement to combat the flood on Central Avenue from Collutola Street to Muktaram Babu Street during the festive season</u> 2 Nos. Gullypit Emptiers, 2 Nos. Jetting-cum-Suction machines will be deployed round-the-clock at the KMC Control Room with required numbers of mazdoors and operators. 2 Nos. 6" pumps and 2 Nos. 4" pumps will be deployed round the clock at the KMC Central Ambulance Garage beside Md. Ali park with required number of mazdoors and operators.</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><b>DEPLOYMENT OF PUMPS :</b> Total 69 nos pumps will be deployed at water-logged pockets in Borough-I to Borough-XV.</p>	<p>From 15.6.2013 to 20.10.2013</p> <p>From 11.10.2013 to 14.10.2013 (for free movement of vehicles during Pujas)</p> <p>- do -</p> <p>From 15.6.2012 to 29.10.2012</p>	<p>Ex. Engr. Drainage (N)</p> <p>Ex. Engr. Drainage (S)</p> <p>Ex. Engr. (DLPS)</p> <p>Ex. Engr. (BDPS)</p> <p>Ex. Engr. (PBPS)</p>
5.	Engg. Deptt. (Deployment of skeleton majdoors at water logging pockets,	(i) Skeleton gang comprising of 1 mazdoor from Br.I to X and 1 Drainage Sarkar will be posted at each Borough Office Control Room from 7-00 am to 9-00 pm on Sundays and holidays along with overseeing Supervisors and Engineers will be posted to	From 15.6.2013 to 20.10.2013	DG (Civil)  OSD (Civil) Br.-I,II,IV & V

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
	removal of water logging, deployment of potable pumps etc.)	<p>monitor the entire systems. SAE will be posted along with AE in the Evening.</p> <p>(ii) On weekdays similar arrangements will also be made from 1 P.M. to 9 P.M. at each Borough Office. Mazdoor and Sarkar who will attend office from 1-00 PM to 9-00PM 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 in two shift from 8 a.m to 1 p.m. and 1 p.m. to 6 p.m. during the entire monsoon period (from 15.6.2013 to 20.10.2013). Borough Exe. 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>(vi) One hired vehicle preferably Jeep/Tata Sumo should also be kept at Borough office 6-00 AM to 10-00 PM for movement of Asst. Engr./SAEs posted at Bor. Office Control Room for supervision of skeleton gang and for other requirement as and when</p>	<p>From 15.6.2013 to 20.10.2013</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>Dy. C.E. (C)/ Central Br.-III,VII&amp;VIII</p> <p>Dy. C.E. (C)/ (C-W) Br.-VI,IX&amp;XV</p> <p>Dy. C.E. (Hq.&amp; West) Br.-XIII,XV &amp; Joka-I &amp; II</p> <p>Dy. C.E. (C)/S Br.-X,XI&amp;XII</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>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>(xi) On working of Sundays &amp; holidays if massive rainfall occurs, sufficient gang/ additional mazdoor will be deployed and supervising staff.</p> <p>(xii) In Joka-I &amp; II additional arrangement have to be provided to combat water-logging.</p>	- do -	<p>E. E., Br.-XV</p> <p>Spl. Officer (Joka-I &amp; II)</p>
6	Roads Deptt.	<p>DG (Roads) will keep necessary arrangements in case of urgent need for road repairing work.</p> <p>I. One no. pay loader &amp; 2 Nos. Tipper Trucks alongwith Driver, Helper as well as one no. SAE(M) will be deployed at Control</p>	<p>From 15.6.2013 to 20.10.2013</p>	<p>DG (Roads) Dy. C. E. (Civil/Roads) Ex. Engr. (Roads/N) DG (Mech)/Rds.</p>

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		Room round the clock including Sunday & holidays to report to DG & OSD(Parks & Square)		Dy.C.E. (Roads) E.E. (M) Asphaltum Pamar Bazar E.E. (M) Asphaltum Goragacha E.E. (M), Road Roller
7	Building Deptt. (Demolishing of insecure building and negotiation of collapses)	(i) On every working day from 10-00 PM to 6-00 AM in the next morning, there will be a team in the Control Room from the Building Deptt. with one Asst. Engineer, as head of the team, one Sub. Asst. Engr. in the team, two gangs of 15 labourers each along with a lorry and a mobile phone and a high level vehicle and mobile phone with the Asst. Engr. and the Sub. Asst. Engr.  (ii) The same arrangements as above will be available in the Control Room on round-the-clock basis in three shifts on Sundays and holidays.  (iii) D.G.(Mech)/Roadswill keep one payload, two lorries , a team of mazdoors (5 Nos.) on every working days from 9-00 PM to 5-00 AM and the same will be there on Sundays and holidays throughout in the Control Room. This team will be controlled by A.E(C)/ SAE(C) of Building Deptt.	From 15.6.2013 to 20.10.2013  - do -	DG (Bldg.)  DG & OSD (Bldg.-II)  Dy. C.E. (Bldg.-South) Dy. C.E. (Bldg.-North)  C.O.(Spl.Squad)  S.O.(Spl.Squad)  Overseer, (Spl. Squad)  S.O.(Spl.Squad)
8.	Health Deptt. (Ambulance Services, disinfection & supply of medicine)	I. Ambulance services will be made available round-the-clock from the under-mentioned Borough offices to carry casualties, if any, to the nearest hospital ➤ 4 ambulances at headquarters; (except holidays when it will be available Amb. HQs) ➤ 1 ambulance at Khidirpur ambulance service station; ➤ 1 ambulance at Manicktala ambulance service station in Bor.-III; ➤ ambulance services at Bor.XI, XII and joint office of Bor.XIII & XIV near Siddheswari Kali Bari; ➤ at the Bor. XV office.	From 15.6.2013 to 20.10.2013  - do -	C.M.H.O.  Dy. C.M.H.O. & OSD (Health)  Dy. C.M.H.O.  Ambulance HQs Phone No. 22197202

Sl. No	Activities/ department's set up	Special arrangements to be initiated	Date of commencement of special activities	Concerned Officers/ Engineers with particulars
		<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>III. Central Medical Store will remain open round-the-clock to meet the emergent situation.</p>	- do -	
9.	Water Supply Deptt. (Supply of drinking water and disinfection of tubewell and stand post).	<p>(i) Water tanker will be available on 24 × 7 basis from the office 6 Convent Road and Park Circus Booster Pumping Station.</p> <p>(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.</p> <p>(iii) Maintenance gang will be available on 24 × 7 basis at 6 Convent Road.</p>	<p>From 15.6.2013 to 20.10.2013</p> <p>-do -</p> <p>- do -</p>	<p>D.G. (WS)</p> <p>Dy. C.E.</p> <p>Dy. C.E.</p> <p>Dy. C.E.</p> <p>Ex. Engr.</p> <p>S.A.E.</p>
10.	P & D Deptt. (JNNURM)	<p>I. Engineers will be engaged to attend the water logging pockets at different working sites under JNNURM scheme required at R.B. Avenue, Hazra Road,</p> <p>II. Regarding R. B. Avenue-In absence of contractor, drainage deptt. would coordinate at the time of heavy rainfall and any catastrophe.</p>	<p>From 15.6.2012 to 29.10.2012</p>	<p>Pr. C.E. (Civil)/ CME (P&amp;D)</p> <p>Dy. C.E.</p> <p>Dy. C.E.</p> <p>Dy. C.E.</p>
11.	Municipal Secretary's Deptt. (Manning of KMC Control Room)	<p>(i) The Control Room will be manned at two levels :</p> <p>(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.</p> <p>(b) At another level, the SO (S&amp;D) will keep at least one Ex. Engr. every night from 10-00 PM to 6-00 AM in Control Room.</p>	<p>From 15.6.2013 to 20.10.2013</p>	<p>Municipal Secretary</p> <p>Addl. Mpl. Secretary</p> <p>S.O. (S&amp;D)</p> <p>D.G. (Elec.)</p> <p>Telephone arrangement in the Control</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>The said Ex. Engr./Dy. Ch. Engr. comprising of S.C. deptt. pumping station and drainage deptt. 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.</p> <p>(c) As far as the general managerial staff in the Control Room is concerned, they will be doing all the duties relating to the Control Room. But the specific duty of alerting Drainage P.S. will lie specially with the officer of SO (TID). The Officer -in-Charge of the shift in Control Room will be at liberty to contact any Controlling Officer or any other officer or Borough Control Room as mentioned above, in tying-up the management of emergency and the controlling officer/other officers/ Borough Control Room will also be at liberty to use the Control Room for dispatch of messages.</p> <p>(ii) Municipal Secretary's Deptt. will ensure accessibility to the tarpaulins on round-the-clock basis.</p>		<p>Room : 2286-1212/2286-1313 (for outgoing 2286-1414 (for incoming)</p>

Sd/-  
(Khalil Ahmed)  
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 15.06.2013 to 20.10.2013.**
- (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. 34 of 2013-14 Date : 08.07.13.

Since the Drainage Department is entrusted with the responsibility of taking actions to keep the city free from water logging during monsoon period particularly, they were allowed to install

pumps at different locations and pockets of the city of Kolkata. Drainage Department will ensure to process bills for payment of those pumps and other particularly monsoon specific works with the certification from the Borough Chairman concerned.

This must be ensured strictly by the SO(S&D).

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

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 35 of 2013-14 Date : 13.07.13.

It has come to the notice that at the time of heavy rainfall the pumping stations under different Borough are not functioning properly, where as pumping station has the most important role to remove the accumulated rain water of Kolkata Metropolitan City and the floating materials arrested at bar screen inside drainage pumping station.

Under the present situation, all the Executive Engineers are advised to be alert to keep the pumping stations functional for normal and any untoward situation. Simultaneously, the Director General/Controlling Officer / Dy. Chief Engineer of all the Departments are also requested to be present at the pumping station as shown below during heavy rainfall.

Sl. No.	Name of DG / Dy. Chief Engineer	Jurisdiction / Area of Work
1.	Bibhas Kumar Maity	<b>Water Supply</b> , Mominpur Dr. P.S., Nimakmahal Dr. P. S., Chetla Lock Dr. P. Stn.
2.	P. K. Dhua	<b>Civil Engineering</b> , Southern Avenue Dr. P. Stn.
3.	Amit Kumar Ray	<b>Sewerage &amp; Drainage</b> , Ultadanga P.S., Slip Road (Durgapur Bridge), Untadanga Underpass, Ultadanga Syphon, Manicktola Syphon, Murari Pukur P.S., Rajabazar P.S., Manicktala P.S.
4.	Aninda Karforma	<b>Building</b> , Ambedkar Bridge P.S., (A) DWF, (B) SWF ; Chinghata P.S., B.D.P.S., D.L.P.S., Manicktola Dr. P.S., Gouribari P.S.(KMW&SA),
5.	Dipankar Sinha	<b>Town Hall</b> , Jodhpur Park Dr. P.S., L.S.3 / GAP Ph. I, L.S.4 / GAP Ph-I, L.S.6 / GAP Ph-I, L.S.7 / GAP Ph-I
6.	Soumya Ganguly	<b>KEIP (project)</b> , Kalighat Dr. P.S., Gokhel Road P.S., L.S.9 (Kantapukur P.S.), L.S.-10 (Majherhat P.S.), L.S. 2 (Theckary Road)/ GAP Ph-I, L.S.3 (Sashi Sekhar Bose Road) /GAP Ph-II, L.S.-4 (Canal Road) / Gap Ph-II, CPT Canal P.S. (KEIP)
7.	Soumitra Bhattacharya	<b>Roads &amp; Bustee</b> , L.S.I / Buroshibtola, L.S. 5 / Kudghat, L.S.2/ James Long Sarani, Canal Road Pumping Stn., Sirity (B.L.Saha Road), Keorapukur Main P. S.
8.	Debashis Chakraborty	<b>Parks &amp; Square</b> , Jingira Bazar Dr. P.S., Sukanta Park (Node C), Behala Fly Club (KEIP)
9.	Sanjoy Bhowmick	<b>Electrical</b> , P.S.1 Baghajatin, P.S.2 Jorabridge, P.S.3 Rajdanga, P.S. 4 Nonadanga, Chak Gada (A) DWF (B) SWF, Kasba (A) DWF (B) SWF, Chowbhaga P.S. (I &W Dte.)

<b>Sl. No.</b>	<b>Name of DG / Dy. Chief Engineer</b>	<b>Jurisdiction / Area of Work</b>
10.	Ashok Dhar	<b>Roads / Mechanical</b> , Marcus Square P.S., Hrishikesh Park P.S. (Thanthania)
11.	Biplab Roy	<b>EWS</b> , P.B.P.S. (A) DWF (B) SWF, Kulia Tangra P.S., Pagladanga P.S., Topsia Point A P.S. (A) DWF (B) SWF,
12.	Debashis Ghosh	<b>MPLAD &amp; BEUP</b> , Noapara Dr. P.S., Bangur P.S., Bangur MPS, Dutta Bagan P.S. Beerpara P.S., Belgachia P.S., L.S.I (Beside Ratan Babu Ghat), L.S.2 (K.P. Singh Road), L.S. 3 (B.T. Road), Cossipore P.S., Beerpara New P. S.(KEIP)
13.	Ashim Mondal	<b>SWM</b> , Trenching Ground L.S., Dhankheti Khal L.S., Kabardanga P.S., Kalagachia P. S.
14.	Subrata Seal	<b>PMU</b> , Kamdhahori P.S. (A) DWF (B) SWF, P.S. II Jora Bridge, L.S.IA Rathtala (Gada), L.S.IB Usha Gate (Rani Nagar Garia), L.S.2A (Banadroni), L.S.2B (Kudghat Kali Bari), L.S.5 Kudghat, Baishnabhata Patuli P.S.

All concerned Officers are requested to be present at the respective Borough office / Pumping Stations to facilitate, monitor & supervise all kinds of work related to the pumping stations and ensure smooth functioning of the pumping stations.

This order is issued with the approval of Hon'ble Mayor and will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 97 of 2013-14 Date : 03.02.14.

All the Controlling Officers and all the Heads of the Departments of the Kolkata Municipal Corporation are to comply with the provisions made in respect of EPF as and where applicable vide Memo No. SO 30(E) dated 08.01.2011 of the Ministry of Labour, Government of India and thereupon the EPF & MP Act, 1982 is binding upon all the Municipal Corporations in India with effect from 08<sup>th</sup> January 2011.

Accordingly, a matter concerning workers covered by the said act and working in the KMC is pending before the Assistant Provident Fund Commissioner, RO, Kolkata. An Enforcement Officer of the Employees Provident Fund Organization (Ministry of Labour, Government of India) called on the Municipal Secretary in pursuance of an order of the said Assistant Provident Fund Commissioner passed on 13.12.2013 to secure such information from the Municipal Secretary of the KMC.

As such, all the Controlling Officers and Heads of the Departments are now requested to submit to the Municipal Secretary reports on all the contractual employees engaged in their respective departments/offices/units etc, whether through agencies or directly or by the Personnel department of the KMC or otherwise along with wages and deduction towards EPF with effect from 08.01.2011 against the names of each one of such workers mentioning work assigned to each one in a tabular form by 02:00 pm on Monday, 10<sup>th</sup> February, 2014, EXCEPT of such workers engaged by the Municipal Secretary's Department against the Tender for work related to security & Information Service, Star Security & Detective Agency and Tenacity Security (Tenders opened on 07 November 2012 and work orders subsequently issued for the period 01 February 2013 onwards), since such particulars are already available.

## FORMAT

Name of Contractually engaged person	DoB	Mobile No. if any	Name of the Agency with Address & Contact Names with Landline & Mobile Nos.	EPF No.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 95 of 2013-14 Date : 25.01.14.

Sub : Procedural modification for execution of MPLAD Scheme.

In partial modification of all circulars/orders issued in respect of MPLADS.

It is further ordered that to expedite the execution of MPLAD schemes, CRN for ERP may be obtained from FACC Department at the billing stage. Work order may be issued only after getting CRN / clearance from D.G. (MPLAD) of MPLAD-BEUP Department.

As the ERP CRN has not been made before issue of the work order the entire system will process as per the systems prevailing before introduction of ERP system.

It is further ordered that no Roads Committee clearance will be required for laying interlocking paver footpath from MPLAD fund.

It has been ordered that electrification at different bus sheds will be taken up by Lighting Department with a cost of Rs. 25,000.00 (Twenty Five thousand) for each bus shed.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 15 of 2013-14 Date : 17.05.13.

Sub : Partial modification of Municipal Commissioner's Circular no. 94 of 2012-2013 dated 06/02/13.

In partial modification of Municipal Commissioners Circular no.94 of 2012-13 dated 06/02/13 point no. 7 it is modified as in case of "MSDP project, the file should be place before accounts department for vetting and after that work order will be issued" - in order to avoid any future audit trail.

All other point of the circular no. 94 of 2012 2013 dated 06/02/2013 remain unaltered.

Refer to MC's Circular No.94 of 2012-13  
in Page No.103 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 58 of 2013-14 Date : 24.09.13.

The new guideline of MSDP put more emphasis on education, health and employment generation projects for funding. All concerned are requested to draw up and forward the proposals, in consideration to the above criteria, to Manager, SW&UPA for further processing. This may be treated extremely important.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 04 of 2013-14 Date : 11.04.13.

This is hereby informed to all concerned that the medical reimbursement facility for the Councillors and employees of K.M.C. which expired on 31<sup>st</sup> march 2013, shall be continued from 01.04.2013 to 31.03.2014 (keeping parity with the financial year) with the same terms and conditions of the previous Circular No.46 of 2012-2013 dated 12<sup>th</sup> September, 2012.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 16 of 2013-14 Date : 17.05.13.

It has been decided that henceforth all the casual workers engaged either by KMC or through Agency will have to put their signature or thumb impression in the Attendance Register maintained by the concerned department. Controlling Officers will ensure compliance of the above decision and arrange to re-design the Attendance Register suitably if required. This will also be applicable to persons engaged in West Bengal Urban Employment Scheme.

This order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 25 of 2013-14 Date : 11.06.13.

In partial modification of circular No. 16 of 2013-14, all the casual workers engaged either by KMC or through Agency will have to put their signature or thumb impression in the Attendance Register maintained by the concerned department w.e.f. 1<sup>st</sup> July 2013. Controlling Officers will ensure compliance of the above decision and Attendance Register has to be designed by SWM dept. This will also be applicable to persons engaged in West Bengal Urban Employment Scheme.

This order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 60 of 2013-14 Date : 29.04.13.

In order to tackle the emergent situation due-to heavy rush for registration in National Population Register (NPR) cum Aadhar, by the members of public at the offices of the Borough Ex. Engineer (C), the NPR Cell functioning at each Borough will remain open from 9 A.M. to 5 P.M. on weekdays and 9 A.M. to 2 P.M. on Saturdays w.e.f. 27.09.2013 until further order.

All Borough Ex. Engineers(C) ,are requested to arrange for opening of the office accordingly and instruct the officials posted in the NPR Cell to remain present in the office as per the schedule stated above.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 96 of 2013-14 Date : 29.01.14.

In partial modification of circular no. 73 of 2013-14 dt. 02.12.2013 of the undersigned, this is brought to information of all concerned that the remaining works of census operations e.g.

NPR-cum-Biometric Operations, 6<sup>th</sup> Economic Census-2013, SECC-2011 and Digitization of Ration Cards etc. will be under the control and supervision of Exe. Engineer (C)s of respective Boroughs.

Further, be it noted that the Bills and Cheques related with Census Operations etc. as mentioned herein above will be signed by the Exe. Engineer (C) of concerned Borough; and in case of Joka I & II, by the Special Officer, Joka- I & II. The Bank A/c in question will be operated by the Ex. Engineer (C) s as per existing arrangement in case of allocation of Census Fund.

In addition to this, it is to clarify that the remaining portion of Circular No. 73 is to be followed as it is.

Refer to MC's Circular No.73 of 2013-14 in Page No.88.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 14 of 2013-14 Date : 14.05.13.

It has been noticed that different department have proposed Overtime Allowance / Holiday Allowance / Tiffin Allowance at different rates and sent bills to the F & A Department for payment. The matter has since been examined and it is hereby clarified that henceforth the said Circular No. 34 dt. 23/09/2011 of 2011-2012 must be strictly followed. In case of utilization of services of KMC staff ( Stenographers, Steno-Typist, P.A., Group-B. C & D employees) on holidays or in case of overstay for more than 2 hours but less than 8 hours beyond office hours, only tiffin allowance will be paid subject to the rate and ceilings laid down in the said Circular. No other Overtime Allowance, Holiday Allowance, etc. will be permissible in any case.

In case of extreme emergencies KMC staff may have to be deployed for 8 hours or more beyond office hours or on Sundays and holidays in such special cases, the rate of Holiday Allowance and Tiffin Allowance and O.T. Allowance will be applicable :

Sl. No.	Category of Employee	Rate of Tiffin /Holiday/O.T. Allowance
1	Group D	Rs. Per day 250/-
2	Group B & C	Rs. Per day 300/-

However, such deployment of staff for 8 hours or more beyond office hours must not be made for more than 5 days in a month.

Refer to MC's Circular No.34 of 2011-12  
in Page No.67 of Compendium 2011-12.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 28 of 2013-14 Date : 13.06.13.

It may kindly be noted by all concerned that a committee has been formed vide Municipal Commissioner's Circular No. 23 of 2013-14 dated 03/06/2013 to examine the issue of O.T./Holiday Allowance etc. of the staff of Engineering Departments. In view of the fact, it has been decided to keep the Municipal Commissioner's Circular No. 14 of 2013-14 dated 14th May, 2013 in abeyance till further order.

Settlement of claim of O.T./Holiday Allowance in the interim period will be decided by the Municipal Commissioner on the recommendation of the Joint Municipal Commissioner (Gen.) and the Controlling Officers of the respective department.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 36 of 2013-14 Date : 16.07.13.

Sub : Holiday/Tiffin Allowance and O.T. of KMC employees in non-engineering cadres.

- 1) As far as Holiday/Tiffin/O.T. allowances of engineering cadres are concerned, there are separate circulars/arrangements. A Committee has already been formed vide M.C's Circular No. 23 of 2013-14 dated 03/06/2013 to examine the current issues of O.T./Holiday/Tiffin Allowance of engineering cadres. The present circular deals with non-engineering/managerial/ministerial cadres.
- 2) It is observed that employees are required to attend office on Sundays and holidays and also they are required to stay beyond normal working hours to cope with the situation arising out of unusually heavy workload or to meet emergencies. A question has been raised regarding the admissible limit of compensation for working on Sundays and Holidays and also beyond the normal working hours. The issue has been duly studied of by the KMC Authority from rational point of view. After protracted deliberation on these issues, it has been decided that rate of Holiday Allowance and Tiffin Allowance and O.T. Allowance for working beyond normal duty schedule and/or on extra hours would be as follows :
  - a) For Group D employees, allowance for holiday/Sunday will be allowed on the basis of proportionate amount taking into consideration Pay Band and Grade Pay only subject to maximum of Rs. 500/- per day and maximum 2 (two) days in a month. In case of working beyond normal duty hours on working days such allowance will be Rs. 100/- subject to the condition that employees must be on duty beyond two hours of closing hours of the office.
  - b) In case of Group B & C employees, allowance for holiday/Sunday will be allowed on the basis of proportionate amount taking into consideration Pay Band and Grade Pay only subject to maximum of Rs. 600/- per day and maximum 2 (two) days in a month. In case of working beyond normal duty hours on working days such allowance will be Rs. 100/- subject to the condition that employees must be on duty beyond two hours of closing hours of the office.
  - c) In case of those Officers not covered under Sl. No.1 & 2 as above, a token Tiffin Allowance of Rs. 150/- per day may be allowed for working on Sundays and Holidays.
  - d) Save and except some extra-ordinary situation, number of Tiffin Allowance days of an employee shall be within 5 normal working days in a month except Sundays/Holidays - which will also satisfy such other criteria since defined above.
  - e) Holiday Allowance/ Tiffin Allowance normally should not be allowed / encouraged by the Controlling Officers and Heads of the Departments. It should be allowed only in case of exigencies. A separate Attendance Register should be maintained for this purpose and should be certified by the HOD in case of work on holidays/Sundays and on working days beyond normal working hours.
- 3) Henceforth all these allowances would be normally described as 'Tiffin Allowance' and no further nomenclatural confusion may be encouraged.
- 4) This circular is issued in supersession of all earlier Circulars/Orders in this regard.
- 5) Normally, it is expected that, in all cases, the departments will take prior permission from respective Controlling Officers/ JMCs (as the case may be) and prior concurrence of F/A Department. No further reference to Municipal Commissioner is normally necessary unless the amount involved exceeds rupees one lakh.
- 6) This circular is issued with the approval of the Hon'ble Mayor.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 48 of 2013-14 Date : 03.09.13.

In partial modification of Municipal Commissioner's Circular No. 36 of 2013-14 dated 16.07.13 it may kindly be noted that the employees of following offices will follow the previous orders in respect of OT/Holiday/Tiffin Allowances instead of Municipal Commissioner's Circular No. 36 of 2013-14 dated 16.07.2013.

- 1) Office of the Hon'ble Mayor
- 2) Office of the Municipal Commissioner
- 3) Office of the Joint Municipal Commissioner
- 4) Office of the Municipal Secretary
- 5) Office of the MMIC
- 6) Control Room

In case of any difficulty being faced by the departments of the KMC other than the above for extending such benefit to their concerned employees in compliance with the Municipal Commissioner's Circular No. 36 of 2013-14 dated 16.07.2013 the respective Controlling Officers may take up the matter with their specific suggestion with the Municipal Commissioner for further consideration.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 49 of 2013-14 Date : 04.09.13.

It is hereby informed to all concerned that the Municipal Commissioner's Circular No. 48 of 2013-14, dated 3.9.2013 is kept in abeyance until further orders.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 50 of 2013-14 Date : 05.09.13.

In partial modification of Municipal Commissioner Circular No. 36 of 2013-14 dated 16/07/13 the following decisions may kindly be noted by all concerned in settling holiday allowance/tiffin allowance :

- 1) Tiffin allowances @ maximum Rs. 500/- per day may be applicable for Group - C and Group - D staff and it may be allowed for all holidays/Sundays/extra shift of 8 hours work as many as applicable in a month determined by the Controlling Officers.
- 2) Tiffin allowances @ maximum Rs. 600/- per day applicable only for Group - B officials and maximum 2 days in a month.
- 3) Tiffin allowances @ Rs.150/- for Group "A" official for working on Sundays and holidays and in exigency as determined by Controlling Officer 'A' group officials may be allowed for such tiffin allowances for any other working days not exceeding 5 days in a month inclusive Sundays and holidays.
- 4) Night allowances @ Rs.250/- per day for Groups "B", "C" and "D" respectively for Control Room, SWM and Water Supply Departments etc. will be allowed.
- 5) The restriction of number of holidays is not applicable for drivers of any Section under any pay scale.
- 6) In any case tiffin allowances of any officials will not exceed Rs.2,500/- per month.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner



Municipal Commissioner's Circular No. 01 of 2013-14 Date : 02.04.13.

It is hereby ordered that Shri Nilangshu Bhusan Basu, Chief Municipal Engineer (P&D), will act as **Nodal Officer** to supervise all engineering jobs, and will also coordinate with external agencies/ departments, as may be needed, with special emphasis on fire safety measures, in connection with maintenance of Star Theatre.

This Circular is issued with the approval of Hon'ble Mayor, Dated 26/03/2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 30 of 2013-14 Date : 22.06.13.

This information is for all concerned that u/s 4 of RTI Act 2005, all Government and semi Government organizations like Panchayats, Municipalities, Public Undertaking and even non-Government organizations substantially financed by Government shall proactively disclose their organizational details against 17 items indicated therein for information of all citizens of the country so that they need minimum access otherwise to information available under custody and control of the Public Authorities as may be needed by them u/s. 6 of the said Act.

In view of the above all the Controlling Officers of KMC & KEIP are hereby directed to take necessary action for uploading their Departmental details against those 17 items (copy enclosed) whichever is applicable, except item no. (i) in the KMC website i.e. [www.kmcgov.in](http://www.kmcgov.in) in compliance of the said Act within 30 days from the date of receiving of this Circular & in consultation with LT. Department.

DG (IT) is hereby directed to extend necessary support for uploading the date at the earliest.

A compliance report, duly signed by the Controlling Officer/HOD must be send to the office of the undersigned, within 7 (seven) days uploading the details in the website.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**Proactive disclosure of organization details as mandated u/s 4 of RTI Act, 2005.**

3. (1) Every public authority shall –

- a) Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) Publish within one hundred and twenty days from the enactment of this Act,
  - (i) The particulars of its organization, functions and duties;
  - (ii) The powers and duties of its officers and employees;
  - (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
  - (iv) The norms set by it for the discharge of its functions;
  - (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
  - (vi) A statement of the categories of documents that are held by it or under its control;
  - (vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the Public Information Officer;
- (xvii) Such other information as may be prescribed and thereafter update these publications every year;

Municipal Commissioner's Circular No. 33 of 2013-14 Date : 02.07.13.

With a view to cope with the increasing volume of works for providing information under RTI Act, 2005, it is felt necessary to reorganize the RTI framework in the KMC. In terms of the provisions contained under sub-section (1) of section 5 of the Right to Information Act 2005, 11(eleven) Controlling Officers/DGs of KMC are hereby newly designated as State Public Information Officer for dealing with the RTI matters under their jurisdiction as mentioned in the column against their respective designation in the enclosed list, apart from the existing 9(nine) SPIOs in KMC for smooth functioning of RTI framework in the civic organization of Kolkata.

A list of total 20(twenty) SPIOs [ including 9(nine) existing SPIOs and 11(eleven) newly designated SPIOs ] is enclosed herewith.

SPIO(H/Q) is hereby designated as SPIO(Personnel) and Personnel Officer will function as SPIO(Personnel) until further order.

This order supersedes all earlier orders in this regard and is to take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

#### **LIST OF ALL SPIOs IN KMC WITH THEIR RESPECTIVE JURISDICTION**

Sl. No.	Designated Post	Designation	Jurisdiction
1.	SPIO (Water Supply)	DG (Water Supply)	RTI matters related to Water Supply Deptt.
2.	SPIO (Building)	DG (Building)	RTI matters related to Building Deptt.
3.	SPIO (Health)	CMHO	RTI matters related to Health Deptt.
4.	SPIO (Assessment)	Ch. Manager (Revenue) Assessment & Collection	RTI matters related to Assessment Collection Deptt.

<b>Sl. No.</b>	<b>Designated Post</b>	<b>Designation</b>	<b>Jurisdiction</b>
5.	SPIO (Licence)	Ch. Manager (Licence)	RTI matters related to Licence Deptt.
6.	SPIO (Market)	Ch. Manager (Market)	RTI matters related to Market Deptt.
7.	SPIO (Social Sector)	Ch. Manager (S. W. & U. P. A.)	RTI matters related to Social Welfare & Urban Poverty Alleviation Deptt. (Earlier Social Sector)
8.	SPIO (Education)	Ch. Manager (Education)	RTI matters related to Education Deptt.
9.	SPIO (Personnel)	Personnel Officer	RTI matters related to to the Personnel Deptt.(staff related matters only) and also look after the matters which are not included under the jurisdiction of other SPIOs.
10.	SPIO (Mpl. Secretary)	Mpl. Secretary	RTI matters related to Mpl. Secretary's Deptt. & Mpl. Authorities Deptt.
11.	SPIO (Land & Estate)	Ch. Valuer & Surveyor Land & Estate Deptt.	RTI matters related to Land & Estate Deptt.
12.	SPIO (Law)	CMLO	RTI matters related to Law deptt.
13.	SPIO (PMU)	DG. (PMU)	RTI matters related to PMU Deptt.
14.	SPIO (SWM)	DG(SWM)	RTI matters related to SWM Deptt.
15.	SPIO (Civil)	DG(Civil)	RTI matters related to all Engineering, Planning & Development, Deptt. excluding all matters which have individually SPIOs to deal with.
16.	SPIO (MPLAD)	DG (MPLAD & BEUP)	RTI matters related to MPLAD & BEUP Deptt.
17.	SPIO (Lighting)	DG (Lighting & Electrical)	RTI matters related to all Lighting & Electrical Deptt
18.	SPIO (Roads)	DG & OSD(Roads)	RTI matters related to roads Deptt.
19.	SPIO (Sewerage & Drainage)	SO (S & D)	RTI matters related to Sewerage & Drainage, Pumping Stations.
20.	SPIO (KEIP)	DG(KEIP)	RTI matters related to KEIP.

Municipal Commissioner's Circular No. 100 of 2013-14 Date : 18.02.14.

In terms of the provisions contained under sub-section (1) of section 5 of the Right to Information Act 2005, 15(fifteen) more Controlling Officers of KMC, as mentioned in the column against their respective designation in the enclosed list, are hereby designated as State Public Information Officer for dealing with the RTI matters under their respective jurisdiction for smooth functioning of RTI framework in the Kolkata Municipal Corporation.

This is in addition to the existing 20(twenty) SPIOs in KMC as per Mpl. Commissioner's Circular no. 33 of 2013-14 dt. 02.07.2013.

A list of total 35(thirty five) SPIOs [including 20 (twenty) existing SPIOs and 15(fifteen) newly designated SPIOs] is enclosed herewith.

Chief Manager (Personnel) being the Controlling Officer of Personnel Deptt. is hereby designated as SPIO(Personnel) for the purpose of R.T.I related matters.

The jurisdiction of SPIO (Mpl. Secretary) is further extended to the Deptt. of Central Records, I&PR and Printing, in addition to Mpl. Secretary's & Mpl. Authorities Deptt.

The jurisdiction of SPIO (Civil) will be within the CME(Civil) Deptt. only in partial modification of his jurisdiction to all Engineering, Planning & Development Deptt.

This order supersedes all earlier orders in this regard and is to take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

### LIST OF ALL SPIOs IN KMC WITH THEIR RESPECTIVE JURISDICTION

Sl. No.	Designated Post	Designation	Jurisdiction
1.	SPIO (Water Supply)	DG (Water Supply)	RTI matters related to Water Supply Deptt.
2.	SPIO (Building)	DG (Building)	RTI matters related to Building Deptt.
3.	SPIO (Health)	Ch. Municipal Health Officer	RTI matters related to Health Deptt.
4.	SPIO (Assessment)	Ch. Manager (Revenue) Assessment & Collection	RTI matters related to Assessment Collection Deptt.
5.	SPIO (Licence)	Ch. Manager (Licence)	RTI matters related to Licence Deptt.
6.	SPIO (Market)	Ch. Manager (Market)	RTI matters related to Market Deptt.
7.	SPIO (Social Sector)	Ch. Manager (Social Welfare & Urban Poverty Alleviation)	RTI matters related to Social Welfare & Urban Poverty Alleviation Deptt. (Earlier Social Sector)
8.	SPIO (Education)	Ch. Manager (Education)	RTI matters related to Education Deptt.
9.	SPIO (Personnel)	Ch. Manager (Personnel)	RTI matters related to to the Personnel Deptt.(staff related matters only).
10.	SPIO (Mpl. Secretary)	Mpl. Secretary	RTI matters related to Mpl. Secretary's Central Records, I&PR, Printing & Mpl. Authorities Deptt.
11.	SPIO (Land & Estate)	Ch. Valuer & Surveyor Land & Estate Deptt.	RTI matters related to Land & Estate Deptt.
12.	SPIO (Law)	Ch. Municipal Law Officer	RTI matters related to Law deptt.

<b>Sl. No.</b>	<b>Designated Post</b>	<b>Designation</b>	<b>Jurisdiction</b>
13.	SPIO (PMU)	DG. (PMU)	RTI matters related to PMU Deptt.
14.	SPIO (SWM)	Controlling Officer (SWM)	RTI matters related to SWM Deptt.
15.	SPIO (Civil)	DG(Civil)	RTI matters related to Deptt. of CME (Civil).
16.	SPIO (MPLAD)	DG (MPLAD & BEUP)	RTI matters related to MPLAD & BEUP Deptt.
17.	SPIO (Lighting)	DG (Lighting & Electrical)	RTI matters related to all Lighting & Electrical Deptt
18.	SPIO (Roads)	DG & OSD(Roads)	RTI matters related to roads Deptt.
19.	SPIO (Sewerage & Drainage)	SO (S & D)	RTI matters related to Sewerage & Drainage, Pumping Stations.
20.	SPIO (KEIP)	DG(KEIP)	RTI matters related to KEIP.
21.	SPIO (Advertisement)	Chief Manager (Advertisement)	RTI matters related to Advertisement Deptt.
22.	SPIO (Amusement & Car Parking)	Chief Manager (Amusement & Car Parking)	RTI matters related to Amusement & Car Parking Deptt.
23.	SPIO (Internal Audit)	Chief Municipal Auditor	RTI matters related to Internal Audit Deptt.
24.	SPIO (Bustee)	D.G. (Bustee)	RTI matters related to Bustee Services Deptt.
25.	SPIO (CMA & TP)	Dy. C.E. (C) (in charge of CMA & TP Deptt.)	RTI matters related to Chief Municipal Architects & Town Planning Deptt.
26.	SPIO (Finance & Accounts)	Controller of Mpl. Finance & Accounts.	RTI matters related to Finance & Accounts, Treasury Deptt.
27.	SPIO (EWS)	DG & OSD (Entally Workshop)	RTI matters related to Entally Workshop.
28.	SPIO (IT)	DG(Information & Technology)	RTI matters related to Information Technology Deptt.
29.	SPIO (Vigilance)	Vigilance Officer	RTI matters related to Vigilance Deptt.
30.	SPIO (IUM)	DG (Institute of Urban Management)	RTI matters related to Institute of Urban Management.
31.	SPIO (Parks & Square)	DG (P & S)	RTI matters related to Parks & Square Deptt.
32.	SPIO (Supply)	Controller of Stores & Purchase	RTI matters related to Supply Deptt.
33.	SPIO (SR & AC)	Chief Manager (SR&AC)	RTI matters related to Service Records, Pension, PF Cell, HBL and Staff Quarter.
34.	SPIO (P&D)	CME (Planning & Development)	RTI matters related to Planning & Development Deptt.
35.	SPIO (Town Hall)	DG(Town Hall)	RTI matters related to Town Hall Deptt.

Municipal Commissioner's Circular No. 19 of 2013-14 Date : 27.05.13.

The matter of imposing Electricity Charge to KMC Quarter occupants in respect of Group A, B & C grade staff has been taken up by High Power Committee of Energy Audit & as such the matter has been heard & resolved in Mayor -In-Council Meeting in favor of imposing token charge. In case of Group A & B decision was taken to impose 100 units per month & in case of Group C staff it is 50 units per month. The tariff structure i.e. rate per unit to be levied is Rs 5.90 per unit as per tariff of Hon'ble WBERC dated 01.12.2012.

The monthly deduction in respect of Group A & Group B employees enjoying quarter is Rs 590.00 (Rupees five hundred ninety only) to be applicable from April 2013.

The monthly deduction in respect of Group C employees enjoying quarter is Rs295.00 (Rupees two hundred ninety five only) to be applicable from May2013.

Concerned Departments, IFUs', SR & AC shall take necessary action in this regard.

This is issued as per sanction of Mayor-In Council date 03/04/2013 & 07/05/2013.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 83 of 2013-14 Date : 04.01.14.

The Law Department of Kolkata Municipal Corporation opined that the service rendered by the Kolkata Municipal Corporation and service given to K.M.C in rendering Public Service are exempt from the ,payment of Service Tax in view of the provision contained in the notification bearing No. 25 of 2012 dated 20.06.2012 issued by the Government of India, Ministry of Finance, Department of Revenue published in the Gazette of India, extraordinary part-II section 3, sub-section (i), since the function and, duties of Kolkata Municipal Corporation is concomitant to the public interest as per the enshrined provision of the Constitution of India. The Kolkata Municipal Corporation shall, therefore, not be liable to pay Service Tax in terms of the provision of the said notification until further order in view of the fact the K.M.C is discharging Constitutional obligation imposed upon the K.M.C by the Constitution of India. All COs and HODs of all Departments/ Units/Cells are requested to take note of it and act accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 102 of 2013-14 Date : 21.02.14.

The Law Department of Kolkata Municipal Corporation opined that the service rendered by the Kolkata Municipal Corporation and service given to K.M.C in rendering Public Service are exempt from the payment of Service Tax in view of the provision contained in the notification bearing No. 25 of 2012 dated 20.06.2012 issued by the Government of India, Ministry of Finance, Department of Revenue published in the Gazette of India, Extraordinary part-II section 3, sub-section (i), since the function and duties of Kolkata Municipal Corporation is concomitant to the public interest as per the enshrined provision of the Constitution of India. The Kolkata Municipal Corporation shall, therefore, not be liable to pay Service Tax given by any agency to the K.M.C in terms of the provision of the said notification save and except the services which are not directly connected in the discharging of Municipal function as provided in the twelfth Schedule under article 243 W of Constitution of India until further order.

All COs and HODs of all Departments/Units/Cells are requested to take note of it and act accordingly.

This supersedes Municipal Commissioner Circular No. 83 of 20 13-20 14 dated 04.01.2014.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 11 of 2013-14 Date : 11.05.13.

As decided by the KMC authority, a Committee of Engineers is formed to examine the present status of work of upgradation (refurbishment and rehabilitation) of man entry brick-sewer along R.B.Avenue with the following members :

- i) Shri Asok Roy Chowdhury-Chairman
- ii) Shri N.B. Basu-Principal Chief Engineer and CME(P&D)-Member
- iii) Shri Soumya Ganguly-DG(Project)-Member
- iv) Shri Amit Roy- S.O.(S&D)-Member & Convenor
- v) Mr. P. K. Dhua-DG(c)-Member

The committee will examine the recent development that took place due to insolvency of the entrusted Contractor M/s. Angerlehner Hoch-and Tifbau GmbH. The committee will further examine the risk and hazard perception of the situation and suggest remedies and way forward to resolve the present crisis. The committee should submit its report within 15<sup>th</sup> May, 2013 to the Municipal commissioner without fail.

The committee should arrange to get the recommendation of the expert of JU or BESU' who are experts on the subject.

The Project Consultant will give all technical support and advice to the committee in all respect. The consultant will also submit the report before the committee for the consideration within the time mentioned above.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 37 of 2013-14 Date : 17.07.13.

It is notified for all concerned that a dedicated cell to monitor NGRB works is formed and S&D Department has been declared as the Nodal Department for such work. All the concerned officers will submit their DPR and other documents relating to NGRB works to the SO (S&D) for taking further necessary action. SO (S&D) will appraise the progress of the NGRB works to Jt. M.C. (Dev.) and M.C. on regular basis.

This order will take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 61 of 2013-14 Date : 25.09.13.

All the Borough Executive Engineers(C) and Special Officer, Joka-I & II are hereby directed to open a separate bank account for depositing fund meant for G.R. Census, SECC etc. for smooth and sleek procedural function of accounting system. **However, the existing account as operated by the concerned Executive Engineer(C) at present, pertaining to pension fund will run as**

**usual without allowing deposition of any other fund in the bank account.** The new account is to be opened in the name of Executive Engineer(C), Borough-I, II etc. for all Boroughs and in the name of Special Officer, Joka-I & II and operated jointly by respective Executive Engineer(C)/ Special Officer and Dy. CMFA.

The above guidelines must be strictly complied with.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 73 of 2013-14 Date : 02.12.13.

In partial modification of Circular no. 61 of 2013-14 dt. 25.09.2013 of the undersigned, this is circulated for information of all concerned that a separate new Bank A/c for depositing fund meant for G.R. Census, SECC etc. is to be opened in the name of **Kolkata Municipal Corporation, Borough I, II, III etc. / Joka - I & II**. However, the said Bank A/c is to be operated jointly by Deputy Manager (SW&UPA) posted in different Boroughs & Deputy CMFA in place of Borough Exe. Engineer (C).

Further, be it noted that if any such A/c has already been opened, adequate action is to be taken for the change of the name of the A/c and its operators as referred to the above and ensure the operation of the new A/c by the Deputy Manager (SW&UPA) in each Borough / Special Officer and Deputy CMFA.

The entire process will be looked after by the Chief Manager (SW&UPA) for strict adherence to this partially modified circular.

Refer to M.C.'s Cir. No. 61 of 2013-14  
in Page No. 87.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 94 of 2013-14 Date : 24.01.14.

Sub : Implementation of Housing for Urban Poor Scheme.

The State Urban Development Agency (SUDA) VIDE reference no. SUDA- 221/2009/ 220(6) dt. 30.01.2010 allocated fund for implementation of the Scheme of Housing for Urban Poor in KMC area.

The Department of Municipal Affairs, Govt. of West Bengal vide reference no. 932(127)/MA/C-10/3S-4/2009 Pt. dt. 30.12.2009 and 25(127)/MA/C-10/3S-4/2009 Pt. dt. 08.01.2010 issued guideline and operational direction for the implementation of the Scheme of Housing for Urban Poor.

The scheme would be implemented in KMC area as per the guidelines given in the scheme. The following points should strictly be adhered to while implementing the scheme, as approved by KMC authority.

- 1) The scheme comprises of construction of new dwelling units. Financial assistance will be provided to urban poor and EWS families for construction of dwelling units.
- 2) Each Borough has been given a quota of selecting 15 beneficiaries under this scheme subject to fulfilling the terms and conditions and eligibility criteria.
- 3) Target Group : Preference will be given to woman headed and disabled families. Poor people from SC/ST and minority community will be in the same proportion as the percentage of SC/ST and minority population. Preference will also be given to the people having limited access to civic amenities.
- 4) Eligibility Condition :
  - i) Beneficiaries must not have any pucca house.



- ii) **The beneficiaries should have the title of the land. In other words, the security of tenure and / or right of the beneficiary over the land in question is firm.**
  - iii) Beneficiaries should belong to BPL or EWS category (Monthly family income up to Rs. 6000/- only).
- 5) Financial Assistance : The maximum admissible financial assistance will be Rs. 1.49 lakhs. The fund will be released to the beneficiaries in 2 (two) installments. 50% of the fund would be released as advance to start the work. The balance 50% would be released as second and final installment after completion of 70% work of phase - I.
- 6) The Process :
- i) **The complete filled up applications should be submitted to the Borough SW&UPA Dept. offices.**
  - ii) The relevant papers should be scrutinized by the Borough officials of SW&UPA Department and the technical details will be vetted by the Borough Exe. Engineer (Civil).
  - iii) After scrutinization of the entire application, relevant documents and duly vetted by Borough Exe. Engineer (Civil) and Deputy Manager (SW&UPA) must be sent to **SW&UPA Headquarter within 31.01.2014.**
  - iv) In case of applications are received in excess of the available quota, preference may be given to the woman headed household, disabled families, minorities families and SC/ST families.
  - v) The applications must have the approval of the Borough Committees.
  - vi) A certification from the Borough Exe. Engineer (Civil) and Borough Chairperson needs to be sent to Headquarter along with the application.
- 7) After receipt of scrutinized application by the SW&UPA Headquarter the same will again be scrutinized, and all the applications after getting approval from the KMC authority will be sent to SUDA for final approval and release of fund.
- 8) Photographs should be taken prior to commencement of work, during the implementation and after completion of the work. These must be ensured by the Borough Exe. Engineers (C).
- 9) Timeline : The work has to be completed within 12 (twelve) months from the date of release of fund.
- 10) i) The Borough Exe. Engineer (Civil) will perform technical monitoring of the scheme through his engineering wing.
- ii) The second installment of the fund can only be released to the beneficiaries after receiving an application from the beneficiary in the prescribed format addressing to the Chairperson of the Borough. He will also act as the certifying authority on the basis of which the second installment will be released to the beneficiaries.
- iii) After completion of the work, the beneficiary must inform the Exe. Engineer (Civil) that the work has duly been completed. If it is seen that the work has not completed within the stipulated time, the Exe. Engineer (Civil) will make arrangement for inspection and appropriate action will be taken against the beneficiary. If the work is completed, the beneficiary would submit a written declaration to the Borough Exe. Engineer (Civil) stating clearly that the construction has been completed.
- 11) A separate account in the name of Housing for Urban Poor with a separate BI Code will be opened by CMF A. This account will be used for depositing fund from SUDA for Housing for Urban Poor Scheme.
- 12) After the receipt of fund from SUDA, CMFA will release the fund through A/c payee cheque against the name of the applicants / beneficiaries. The cheque will be received by the SW&UPA Headquarter from the Finance Dept. and send the same to the Borough offices for final disbursement to the beneficiaries. This is required to keep a track of all the

cheques issued to the beneficiaries by the Headquarter for future reference. CMF A is requested to hand over the cheques to the SW&UPA Dept. for final disbursement.

13) SW&UPA Dept. will act as the Nodal Dept. in respect of the scheme.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 98 of 2013-14 Date : 07.02.14.

Distribution of Normal GR - 2012-13

Department of Disaster Management, Govt. of West Bengal, vide their Memo **No. RL 259-FR/5F-02/12** dated 08/10/2013 has sanctioned the allotted fund for distribution of NGR in cash amongst the indigent people of entire KMC area for the period of April 2012 to March 2013.

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 2012-2013. **The revised targeted ward-wise quota for beneficiaries of Normal GR has been enclosed as per Annexure I.**

Each beneficiary should receive 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 beneficiary's name be replaced by the eligible ones. Proper justification must be communicated to the department in cases of replacement of the existing beneficiary.

The following points may kindly be adhered to prior to, during and after the disbursement procedure of cash NGR :

- i. The entire list of beneficiaries is to be identified by Dy. Manager, SW&UPA, of the concerned Borough in consultation with the respective ward councillors and should be kept in the Borough offices. The ward-wise muster roll is to be prepared as per the beneficiary list submitted by the councillors. Each page of paid-up Muster Roll must be verified and signed by respective ward councilor and Borough Officials.
- ii. **The Dy. Managers of all Boroughs shall arrange for taking Passport size Digital Photographs of the recipients individually during distribution of cash, for record.**
- iii. The original and Xerox copies of the Muster rolls and UC alongwith the adjustment sheets for undisbursed amount, after depositing in KMC Treasury, should be sent to Dept. of SW&UPA, Headquarter, within 25.02.2014. The Muster roll is to be maintained as per the following format :

Ward	Name and Address of beneficiary	Address of beneficiary	Signature or L.T.I of the beneficiary	Photographi either provided by beneficiary or Photo ID of digital photography during payment)

- iv. **All Borough Dy. Managers are to furnish bills and draw advance for distribution of cash NGR as per the ward-wise targeted quota according to Annexure-I enclosed. The disbursement procedure must be completed by 25.02.2014 positively.**
- v. 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 Dept. of SW &UPA, Headquarter, within 10.02.2014, so that they could be sent to Joint Director (A &A) , Dept. of Disaster Management, GoWB, 87A S.N. Banerjee Road, Kolkata - 700014, from the Headquarter at the earliest convenience. **The undistributed amount, if any, is to be deposited in the KMC Treasury against B.I. code 9540/990.** Instructions given in F&A Dept's Office Order no. 1149 of 1999- 2000 dt 14-03-2000 should be strictly followed in the matter of advance adjustment. The top sheet of the Muster Roll should contain the following information :

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

This may be treated as most urgent. Chief Manager (Dept. of SW&UPA) will furnish report of disbursement by 28/02/2014.

Annexure-I has been omitted.  
Refer to F&A Dept. office order no.1149  
of 1999-2000 dt. 14.3.2000 in Page No.229

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 21 of 2013-14 Date : 29.05.13.

It has been decided that Assistant Director of the SWM Department will arrange to procure some materials which are required to discharge duties by the workers engaged under Urban Employment Scheme. For this purpose it has been decided that Assistant Director of SWM Department may draw an advance of Rs. 2000/- (Rupees Two thousand only) per ward for procuring such materials/tools and submit the utilization certificate to get the advance adjusted within 30 days from the drawal of such advances.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 57 of 2013-14 Date : 23.09.13.

It is hereby ordered that all the garage in-charge of central garage and other garages must ensure that garbage from different vat points should be cleared by the vehicles of central garage and other garages involved with conservancy work within 11.00 A.M. definitely.

This has the approval of Hon'ble MMIC (SWM).

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 29 of 2013-14 Date : 17.06.13.

In partial modification of Municipal Commissioner Circular No.19 of 2013-14 dated 27/05/2013 it may be noted by all concerned that deduction on account of electricity charges from Group 'D' employees who are enjoying Pay Band and Grade Pay of category 'C' employee may be kept in abeyance till further order.

Refer to MC's Circular No.19 of 2013-14 in Page No.86

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 68 of 2013-14 Date : 04.11.13.

Modification of Tender procedure of the Kolkata Municipal Corporation in the Line with the West Bengal Financial Rules was under consideration of the Kolkata Municipal Corporation authority for sometime past. After protracted deliberations on the subject matter it has been decided by the Mayor-In-Council vide Item No. M72.2 dated 03/11/2013 that the following procedures of tendering will be followed in partial modification of previous circulars/orders.

**1) Procedure of the re-tender :**

- a) If the response to Tender (including e-Tender) is less than three, then Tender should be invited afresh. Such Re- Tender notice shall be published in widely circulated dailies for conventional Notice Inviting Tender (NIT) and also through e-Tender portal in case of e-Tender. Prior to invitation of Re-Tender or fresh Tender the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting Tender' shall have to be reviewed by the Tender Inviting Authority to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standard than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural manners were observed in its entirety. Even if, after taking appropriate steps, the response to the Re-Tender is less than three, that tender may be accepted provided the rates do not exceed the estimated or the schedule rates beyond 5% in case of works estimate and reasonable prevailing market price for goods and service in other cases after due observance of existing norms/rules.
- b) The Tender Inviting Authority shall maintain a 'Tender Register' in the proforma as enclosed in Annexure-I.

**2) Manner of Tender :**

a) Tender notice shall always be given due publication through the leading dailies in English, Hindi and Bengali. The use of intermediate general suppliers should be discouraged. Open tender for supply of articles or stores or for execution of works worth Rs. 1,00,000/- or more shall be invited in the following manner.

Sl. No.	Item	Manner of Tender
1.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.50,000 upto Rs.1 lakh.	Publication of the work on the notice board, Poura Tender Barta (P.T.B) and on the official website.
2.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 lakh upto Rs.5 lakh.	Publication of the work on the notice board, Poura Tender Barta (P.T.B) and on the office website, and also brief referral advertisement in one daily Bengali newspaper.

Sl. No.	Item	Manner of Tender
3.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.5 lakh upto Rs. 10 lakh	Publication of the work on the notice board, Poura Tender Barta (P.T.B) and on the office website and also brief referral advertisement in two daily newspapers, one in Bengali and the other in English.
4.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 10 lakh.	Publication of the work on the notice board, Poura Tender Barta (P.T.B) and on the official website, and also brief referral advertisement in three daily newspapers, one each Bengali, in English and in Hindi.
Explanation : Brief referral advertisement will contain only certain title information such as name and location of the scheme, last date for submission of tender, names of the websites where details are available etc.		

A minimum period, as stated below, shall be allowed for submission of the tenders from the final publication date.

Sl. No.	Item	Minimum period for submission of tender from the last date of publication
a.	For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs.10 lakh.	7 days
b.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 10 lakh upto Rs. 1 crore.	14 days
c.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs. 1 crore.	21 days

### 3) Two-bid Systems :

For high value purchase exceeding Rs. 10 lakh or for purchasing plant, machinery, equipments etc. of complex and technical nature, bids shall be invited in two parts as under :

- The technical bid consisting of all technical details along with commercial terms and conditions.
- Financial bid indicating item-wise price for the items mentioned in the technical bid.  
The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids shall be opened by the purchasing department/office at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers shall be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders shall be accepted.

### 4) E-Tender :

If the tender value is Rs.5.00 lakh and above, e-tendering through the centralized e-tender Portal is mandatory, in addition to publication in print media, vide Finance Department Memo No. 6932-F(Y) dated 29<sup>th</sup> August, 2013.

In case of emergency work, the existing MC's Circular No. 32 of 2005-06 dated 09.12.2005 shall be followed by the concerned Department.

It is notified for all concerned to follow the above decision of the M-I-C. This circular is issued with the approval of the Hon'ble Mayor and will take immediate effect.

Refer to Govt. Notification of Finance Deptt. in Page No.228  
Refer to MC's Cir. No. 32 of 2005-06 in  
Pg. No.206 of Compendium 2012-13.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

### ANNEXURE - I - PROFORMA OF TENDER REGISTER

Tender No.	Item/Nature of work	Mode of tender enquiry	Date of publication of NIT	Type of Bidding (single/two bid system)	Last date of receipt of tender	Nos. of tenders received	Nos. & Names of parties not qualified after evaluation	Nos. & Name of parties not qualified after financial evaluation	Amount/mode of payment of EMD with No. of DD/Pay Order and date	Whether contract awarded to lowest tender evaluated, If not, reason thereof	Contract No. & Date	Name of Contractor	Value of Contract	Schedule date of completion
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Municipal Commissioner's Circular No. 69 of 2013-14 Date : 23.11.13.

In pursuance of M.C's Circular No. – 68 of 2013-14 dt. 04.11.2013, it is circulated for information of all concerned that henceforth for submission of Tender matter to be published in the daily newspaper, the format given below shall be strictly followed :

#### FORMAT

1.	Name of the Department :	
2.	Tender invited & to be received by	
3.	Name of the work & Location	
4.	Estimated amount	
5.	Time and last date of receipt/opening of Tender paper	
For detailed information please visit KMC website <a href="http://www.kmcgov.in">http://www.kmcgov.in</a>		

Engineers not below the rank of an Executive Engineers shall approve the matter through proper channel for such publication of Tender Notice in Newspaper. For the estimated amount upto Rs. 5 lakh, the Tender matter shall be countersigned by DGs. In case of quotation, the matter shall be endorsed by the Controlling Officer.

This Circular shall take immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 93 of 2013-14 Date : 18.01.14.

#### Barrackpore - Baranagar Metro Project

For facilitating Barrackpore - Baranagar Metro Rail Project work, existing two transmission mains of Kolkata Municipal Corporation lying along B.T. Road are proposed to be closed and

necessary safety measures to be maintained for the existing all other pipelines of KMC so that in no occasion the pipelines are disturbed to avoid any catastrophic situation in respect of water supply to the city of Kolkata. To sort out the technical problems a committee was proposed to be set up by KMC.

The Jt. Secretary to the Govt. of West Bengal, Municipal Affairs Department has communicated the approval of Municipal Affairs Department vide Memo No.7/MA/C-1/1M- 3/2013 Pt. dated 15/01/2014 to the proposal of forming committee comprising the following officials.

- 1) Shri N.B. Basu, Principal Chief Engineer (Civil), KMC : Chairman
- 2) Shri B.K. Maiti, Director General (WSL KMC) : Convenor
- 3) The Chief Engineer, Kolkata Metro Railway : Member
- 4) The Chief Engineer, KMW&SA : Member
- 5) The Chief Engineer, KMDA : Member
- 6) The Chief Project Manager, Dum Dum-Barrackpore Metro : Member
- 7) The Manager-Mains, CESC Ltd. : Member

The committee will decide the methodology of closing existing two transmission mains of KMC, the safety measures for existing mains on B.T. Road & prepare contingent plan at both ends of KMC and Barrackpore - Dum Dum Metro Rail Project.

All the members of the committee are requested to act forthwith and submit report within 45 days.

This circular is issued with immediate effect.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Municipal Commissioner's Circular No. 71 of 2013-14 Date : 28.11.2013.

In pursuance of Notification No. 508/MA/C-4/1A-14/2013 dt. 01.11.2013 of Department of Municipal Affairs, Government of West Bengal, under Sub Sec (2) of Sec – 3 of West Bengal Right to Public Services Act, 2013 (WB Act. XVII of 2013), the Kolkata Municipal Corporation is hereby specify the services, mentioned in the column – 1 in the table as enclosed herewith, the time limit of the Kolkata Municipal corporation to provide each of the services in column – II of the said table and the designated officer, Appellate officer and Reviewing officer, appointed vide notification no. 507/MA/C-4/1A-14/2013 dt. 01.11.2013 of department of Municipal Affairs, Government of West Bengal in column – II and V respectively. This notification / order supersedes all previous order. As per provision of Section '3' of W.B. Right to Public Services Act. 2013 department wise authorized persons of KMC are given in column – III of table as enclosed.

Earmarked website is <https://www.kmcgov.in> for digital communication of KMC.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**TABLE**

<b>Services provided by the Kolkata Municipal Corporation</b>	<b>Time limit for providing service by the Kolkata Municipal Corporation</b>	<b>Designated officer for the Kolkata Municipal Corporation</b>	<b>Appellate officer for the Kolkata Municipal Corporation</b>	<b>Reviewing Officer for the Kolkata Municipal Corporation</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>	<b>(iv)</b>	<b>(v)</b>
<b>1. Water Supply :</b>				
<b>1.1</b> Sanction of new domestic house connection	7 working days for eligible applicant through KMC licensed plumber subject to availability of water supply	Municipal Secretary		
<b>1.2</b> Effecting of new domestic house connection /shifting of water connection.	4 working days from deposition of charges / fees subject to permission of other authorities wherever required.	<u>Authorised person</u> Executive Engineer of the concerned zone	Municipal Commissioner	Mayor
<b>1.3</b> Repairing of water supply line of house connection (Minor repairing)	4 working days from deposition of charges / fees.			
<b>1.4</b> (i) Arresting leakage of water in mains  (ii) Ferrule wash	4 working days subject to permission of other authorities whenever required. (ii) 4 working days (Applicant should inform concerned Asst. Engineer with no. of owner / occupant of the premises.) subject to permission of other authorities whenever required.			
<b>1.5.</b> (i) Sanctioning of shifting /enlargement change of ferrule. (iii) Change of shifting/enlargement/ change of ferrule.	7 days for eligible applicant thorough KMC licensed plumber. 4 working days from deposition of charges/ fees. Subject to permission of other authorities whenever required.			
<b>1.6.</b> Supply of water through tanker/ lorry on payment	Within 24 hours of application			
<b>1.7.</b> Attending complaint of misuse of water due to malfunction/removal of street taps etc.	15 working days			



<b>1.8.</b> Replacement of defective meter	30 working days			
<b>1.9.</b> Actions against illegal method of taking water from municipal mains.	10 working days			
<b>1.10.</b> (i) Sanction of new industrial commercial & Institutional connections.  (ii) Effecting of new connections – ICI	7 working days subject to availability of water for eligible applicant through KMC licensed plumber.  4 working days from deposition of charges subject to permission of other authorities whenever required.			
<b>1.11.</b> Reconnection of water supply	24 hrs from deposition of charges.			
<b>1.12.</b> Installation of new tube wells or repair of damaged tube wells.	After receiving permit from SWID details regarding license fee will be issued within 4 working days. License fee receipt is considered as tube well license. Which is available deposition of fees, after that tube well can be sunk.			
<b>2. Sanction of Building Plan :</b> <b>2.1.</b> Sanction of Building plan for MBC cases. (MBC case means the proposal <ul style="list-style-type: none"> <li>● Having land area more than 500 sq.m</li> <li>● For all non residential buildings</li> <li>● Situated at the corner of two roads having width of the any one road more than 9 mt. and land area above 300 sq.m.</li> </ul>	90 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.)  Subject to submission of fees /charges	Municipal Secretary  <u>Authorised person</u>  Executive Engineer of the concerned Borough	Municipal Commissioner	Mayor
<b>2.2.</b> Sanction of building plan of residential buildings having height of less than 15.5 meters.	60 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/ charges.			

<p><b>2.3.</b> Sanction of building plan of residential buildings having height 15.5 meters or more.</p>	<p>90 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/ charges.</p>			
<p><b>2.4.</b> Sanction of building plan for non residential building of any height.</p>	<p>90 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/ charges.</p>			
<p><b>2.5.</b> Sanction of plan for addition, alteration of an existing building. (Non MBC case)</p>	<p>60 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/ charges.</p>			
<p><b>2.6.</b> Sanction of plan for addition, alteration of an existing building. (MBC case)</p>	<p>90 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/ charges.</p>			
<p><b>2.7.</b> After receipt of plan case application under section 393 or 394 of KMC Act. 1980 applicant has to be informed regarding shortfall of the documents or drawing with a copy to LBS /Architect.</p>	<p>15 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/ charges.</p>			
<p><b>2.8.</b> After deposition of sanction fees and submission of the plan free from all corrections along with structural design and drawings, sanction plan has to be handed over to the applicant.</p>	<p>7 working days subject to submission of fees/ charges.</p>			
<p><b>2.9.</b> Initiating actions against illegal building/building activities after receipt of complain</p>	<p>15 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/charges.</p>			

<p><b>2.10.</b> Reconstruction of an existing roof staircase or installation of lift</p>	<ul style="list-style-type: none"> <li>• Verification of Documents – 20 days</li> <li>• Issue of demand notice – 7 working days</li> <li>• Final approval after payments – 4 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the Dept.) subject to submission of fees / charges</li> </ul>			
<p><b>2.11.</b> To obtain a certified copy of sanctioned building plan (for all categories of buildings) if it is available in Building Dept.</p>	<p>30 working days (excluding the days taken by the applicant for submission of shortfall as per requisition by the dept.) subject to submission of fees/charges.</p>			
<p><b>3. <u>Birth and Death Registration :</u></b> <b>3.1.</b> Issuance of Birth and Death Certificate</p>	<p>Within 3 days after receiving report from the concerned Health Centre/Hospital/Nursing Home – on the basis of application. If reported within 21 days from occurrence of Birth and Death.</p>	<p>Municipal Secretary</p> <p><u>Authorised Person</u> Executive Health Officer of the concerned Borough</p>	<p>Municipal Commissioner</p>	<p>Mayor</p>
<p><b>3.2.</b> Birth Certificate in case of domestic birth or death.</p>	<p>7 days after receiving report from the concerned Health Centre/Hospital Nursing Home – on the basis of application. If reported within 21 days from occurrence of Birth and Death.</p>			
<p><b>3.3.</b> Issuance of copy of Birth and Death Certificate</p>	<p>Within 3 days, on the basis of application if recorded after the birth and death.</p>			
<p><b>3.4.</b> Issuance of Cremation Certificate</p>	<p>At the time of crematorium/burial ground, if cremated or buried, as the case may be, in a crematorium/ burial ground of an Urban Local Body.</p>			

<b>3.5.</b> Correction of records related to Birth or Death Certificate	7 working days on the basis of application			
<b>3.6.</b> Where the birth details is available in KMC's computerized record	1 working days on the basis of application			
<b>3.7.</b> Where the birth details is not available in KMC's computerized records but is available in KMC's manual records at the Head Quarter	3 working days on the basis of application			
<b>3.8.</b> Where the birth record are not available with KMC.	15 working days on the basis of application			
<b>3.9.</b> Registration of birth at issuance of Birth Certificate in case of adoption	3 working days on the basis of application			
<b>3.10.</b> Issuance of non-availability of certificate in case where records of birth registration are not available with KMC	1 working days on the basis of application			
<b>3.11.</b> Inclusion of name in the birth certificate	1 working days on the basis of application			
<b>3.12.</b> For the first 2 copies issued at KMC burning ghats/KMC burial ground	Instantly on the basis of application			
<b>3.13.</b> For third & subsequent copies (after 3 months of issuance of first 2 copies)	2 working days on the basis of application			
<b>3.14.</b> In case the application is made within one year of death	2 working days on the basis of application			
<b>3.15.</b> In case the application is made after lapse of one year from; the date of death	2 working days on the basis of application			
<b>3.16.</b> Registration of death & issuance of death certificate for a missing person (in case the person is missing for more than 7 years)	5 working days on the basis of application			

<b>3.17.</b> Registration of death & issuance of death certificate for a person who has denoted his / her body	1 working days on the basis of application			
<b>3.18.</b> In case of unnatural death on production of relevant documents	5 working days on the basis of application			
<b>4. <u>Enlistment of Profession Trade and Calling and other licences :</u></b> <b>4.1.</b> New Enlistment Certificate	30 days provided all requisite papers /documents are submitted	Municipal Secretary <u>Authorised person</u> Licence Officer of the H.Q/Outline	Municipal Commissioner	Mayor
<b>4.2.</b> Renewal	10 days (presently done online)			
<b>4.3.</b> Registration of cart, carriage etc.	30 days from the date of Public Notification by KMC/other Authority provided all requisite papers/documents are submitted			
<b>4.4.</b> Changes / corrections / closure of existing licence	15 working days			
<b>5. <u>Assessment :</u></b> <b>5.1.</b> Issuance of any type of certificate or certified copy	30 days	Municipal Secretary  Authorised person Assessor Collector of the respective areas viz.  North/South/ TTD/Jadavpur/ Behala/ Garden Reach	Municipal Commissioner	Mayor
<b>5.2.</b> Mutation of flats registered under Co-operative Societies Registration Act, 1973 under section 178 (2) (III) of KMC Act, 1980	15 working days (if already assessed under co-operative Society)			
<b>5.3.</b> Mutation of flats registered under WB apartment ownership Act. 1972 under section 1798(2) (iv) of KMC Act, 1980	15 working days (if already assessed under apartment Ownership Act.)			
<b>5.4.</b> Mutation cum amalgamation	70 working days (provided all required documents are submitted)			
<b>5.5.</b> Mutation & apportionment of consolidated rate	60 working days (provided all required documents are submitted)			

<b>5.6.</b> Change of mailing address (if proper address proof is given)	15 working days			
<b>5.7.</b> Refund/adjustment cases	3 months (provided all requisite papers/ documents are submitted and audit verification is done)			
<b>5.8.</b> Issue of No-Outstanding certificate	5 working days (if all the dues are paid) Available online also			
<b>5.9.</b> Issue of Mutation certificate	7 working days			
<b>5.10.</b> Transfer from minor to major	7 working days			
<b>5.11.</b> Mutation due to succession (intestate / testamentary)	15 working days			
<b>5.12.</b> Mutation due to transfer (except under Cooperative Societies Registration Act & WB Apartment Ownership Act)	15 working days			
<b>5.13.</b> Mutation of Wakf property	6 months (if confirmation is provided by Board of Wakf)			
<b>5.14.</b> Mutation of Thika / Bustee	6 months (if confirmation is provided by CKTT)			
<b>5.15.</b> Mutation of Colony	5 months			
<b>5.16.</b> Mutation cum Separation	70 working days (provided all requisite documents are submitted & clearance from PMU Deptt., KMC is available wherever necessary)			
<b>5.17.</b> Fixation of percentage of liability of Taxes	15 working days			
<b>5.18.</b> Reconsideration of valuation due to change in occupancy	90 working days (provided all requisite documents are submitted as per latest Circular of Mpl. Commissioner)			
<b>5.19.</b> Correction of book and preparation of fresh bills and cancellation of old bills	15 working days			

<b>5.20.</b> Cancellation of old bills and preparation of fresh bills after book correction on receipt of order from Municipal Assessment Tribunal (MAT)	60 working days upon application (if no appeal is; preferred by KMC)			
<b>5.21.</b> Cancellation of bills and issue of fresh bills in any other cases	45 working days			
<b>5.22.</b> Preparation of bills after GR / IR hearing and issue of rate card	7 working days			
<b>5.23.</b> Transfer of property from colony to non-colony (other than amalgamation / apportionment / separation)	60 days			
<b>5.24.</b> Assessment of unassessed property (in case where clearance of KIT / KMDA/ LA Collector are not involved)	3 months (provided proper clearance from appropriate Govt. Deptts. are obtained)			
<b>5.25.</b> Assessment of unassessed property (in case where clearance of KIT/ KMDA/ LA Collector are involved)	6 months (provided proper clearance from appropriate Govt. Deptts. are obtained)			
<b>5.26.</b> Conversion of character of premises eg. Tank of land, factory to nonfactory / dwelling house, Bustee Pucca etc.	3 months (provided proper clearance from appropriate Govt. Deptts. are obtained. Latest circular of MC to be followed)			
<b>5.27.</b> Issue of duplicate bill / rate card	5 working days			
<b>5.28.</b> Changes of wards of the premises	3 months (provided all conditions as stated in prevailing Circular are fulfilled)			
<b>5.29.</b> Certificate of detail of non residential surcharge	30 working days			
<b>5.30.</b> Change in Companies name	15 working days			

<b>5.31.</b> Scheme of Amalgamation (with respect to several Companies)	60 working days (provided scheme of amalgamation is approved by any competent Court of Law & vetted by Law Deptt., KMC)			
<b>5.32.</b> Suspense account intimation / transfer / adjustment	60 working days			
<b>5.33.</b> Certificate for commercial surcharge/percentage	30 working days			
<b>Note :</b> All relevant circulars relating to Assessment Collection Deptt. KMC will be available in KMC's official website.				
<b>6. Conservancy :</b>				
<b>6.1.</b> Garbage cleaning	Within 24 hours	Municipal Secretary  <u>Authorised person</u>  Assistant Director of the concerned Borough	Municipal Commissioner	Mayor
<b>6.2.</b> Removal of animal carcass	Within 24 hours			
<b>6.3.</b> Cleaning of drains	Within 24 hours			
<b>6.4.</b> Cleaning of choked drain	Within 3 working days after receiving intimation from the concerned Deptt. Who generates the silt/ rubbish/ road spoils.			
<b>6.5.</b> Clearance of i) small carcass from footpath / road / open land ii) big carcass from footpath / road / open land	Within 12 hrs after receiving intimation			
	Within 24 hrs after receiving intimation			
<b>6.6.</b> Clearance of carcass from private premises	Within 21 working days after receiving required fees			
<b>6.7.</b> Clearance of night soil from septic tank	2 working days			
<b>6.8.</b> Removal of garbage as slit/rubbish/ road spoils from private premises	Within 7 working days after receiving intimation & payment of fees / charges			
<b>6.9.</b> Allowing disposal at Dhapa of non hazardous waste material (e.g. food products, garden waste and construction debris) by different agencies / households	Within 7 working days on application and after receiving required fees/ charges.			



<b>7. Electric :</b> <b>7.1.</b> Replacement of defective street lamp and repairing (Minor)	7 working days depending on urgency	Municipal Secretary	Municipal Commissioner	Mayor
<b>7.2.</b> Installation of new street light	21 working days from the date of completion of installation of poles and connection by the electric supply agency.	<u>Authorised person</u> Executive Engineer of the respective zone		
<b>7.3.</b> Lighting in parks & square	Minor repair – 3 days depending on urgency Major repair – 21 days depending on urgency			
<b>8. Public Works :</b> <b>8.1.</b> Repairing work of public thoroughfare, or providing temporary thoroughfare till repairing of the road, to avoid any imminent danger on life and property of public.	5 working days after rectification of cause of collapsed and restoration of subsidence / collapsed on KMC road.	Municipal Secretary	Municipal Commissioner	
<b>8.2.</b> Repairing of drains – i) Chokage ii) Collapsed	2-7 working days considering the volume and urgency of the work on KMC road	<u>Authorised person</u> Executive Engineer (Civil) of the respective Borough		
<b>8.3.</b> Repairing/removal of street furniture	Most of the guardrail belongs to Kolkata Police, however, removal of broken street furniture will be made within 2 to 7 working days.			
<b>8.4.</b> Repairing of bridges / culvert or providing temporary thorough fare over any water course till repairing of the bridge/ culvert.	Minimum 15 working days considering the volume of work, if it is belongs to KMC			
<b>8.5.</b> Restoration of road, drain, culvert etc. after installation / repairing of water supply / electric / telephone or lines of other utilities lying under or beside such road/drain/ culvert etc.	Minimum 15 working days considering the volume of work on KMC roads.			

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

COMMUNIQUE OF 2013-14 DATE : 11.04.2013

All the responsible officials of the Borough offices under Dept. of Social Welfare & Urban Poverty Alleviation are hereby directed to submit the fund status as stood on 31.03.2013 pertaining to pension schemes in the dedicated account in the name of IGNOAPS excluding other funds notably GR and other scheme and project with the endorsement of respective Borough Exe. Engineer to the Dept. of Social Welfare & Urban Poverty Alleviation by 13<sup>th</sup> April, 2013 positively.

This may please be treated as extremely urgent.

Sd/-  
(Tapas Chowdhury)  
Jt. M. C. (D&G)

OFFICE ORDER OF 2013-14 DATE : 08.10.2013

The following Director Generals will remain present at different Ghats to supervise the immersion of Durga Puja from 14.10.2013 to 18.10.2013 as per schedule as under :

<b>Dates</b>	<b>Time</b>	<b>Names of Director Generals</b>	<b>Location</b>
14.10.2013	2 p.m. to 10 p.m.	DG (Lighting)	South Baza Kadamtala Ghat & others
	10 p.m. to 6 a.m.	DG (P&S)	South Baza Kadamtala Ghat & others
	2 p.m. to 10 p.m.	DG (KEIP)	North Nimtala Ghat & others
	10 p.m. to 6 a.m.	DG (PPP)	North Nimtala Ghat & others
15.10.2013	6 a.m. to 2 p.m.	CO (SWM)	South Baza Kadamtala Ghat & others
	6 a.m. to 2 p.m.	DG(MPLAD)	North Nimtala Ghat & others
17.10.2013	6 a.m. to 2 p.m.	DG (Mech.)	South Baza Kadamtala Ghat & others
	2 p.m. to 10 p.m.	DG (PMU)	South Baza Kadamtala Ghat & others
	10 p.m. to 6 a.m.	DG (P&S)	South Baza Kadamtala Ghat & others
	6 a.m. to 2 p.m.	SO (S&D)	North Nimtala Ghat & others
	2 p.m. to 10 p.m.	DG (PPP)	North Nimtala Ghat & others
	10 p.m. to 6 a.m.	DG (Project)	North Nimtala Ghat & others
18.10.2013	6 a.m. to 2 p.m.	CO (SWM)	South Baza Kadamtala Ghat & others
	6 a.m. to 2 p.m.	DG (Roads)	North Nimtala Ghat & others

Sd/-  
Jt. M. C. (D&G)

OFFICE ORDER OF 2013-14 DATE : 29.11.2013

I am directed to inform that hence forth all the files related to Education and Census Department will be routed through Saadia Alam, (PCS), OSD, KMC.

Ch. Manager (P) is requested to depute one Jr. Asst./UDA and one Peon to Saadia Alam, (PCS), OSD, KMC for official works who may be under Education Department.

Sd/-  
Jt. M. C. (D&G)

**BUILDING DEPARTMENT**

OFFICE ORDER NO. 1 OF 2013-14 DATE : 01.04.2013

From 1<sup>st</sup> April 2013 onward the prevailing practice of issuing a manually typed Demand Information Sheet along with the Hearing Order be discontinued with immediate effect and only the Bar Coded computer generated Demand Notice be issued.

The above procedure be followed by all concerned with immediate effect.

Sd/-  
DG (Building-II)

OFFICE ORDER NO. 01 OF 2013-14 DATE : 02.04.2013

In reference to Rule 7, Sub-rule 3(b), Rule 47, Sub-rule 1(a) and Rule 50. Sub-rule (b) a Licensed Building Surveyor, having at least Diploma in Civil Engineering and having 5 years of License, may take the responsibility of a preliminary design of a structure giving details of all structural elements, specifications of all materials along with structural design based report.

In that case, the L.B.S. with qualifications, as mentioned above, has to give usual statutory declaration in the plan as required for providing Structural Stability Certificate also.

This Office Order will not be impediment of engaging an Empanelled Structural Engineer in addition to L.B.S. by the Owner/Applicant, but it is not mandatory.

This above order should take immediate effect.

Sd/-  
DG (Building)

OFFICE ORDER NO. 02 OF 2013-14 DATE : 10.04.2013

In Joka I & Joka II area, some of the buildings are under construction as per approved plan of Zila Parishad, 24 Pgs. South. The completion certificate for such cases should be issued by the concerned Zila Parishad as most of the tenure of the constructions were done under their control and building by-laws.

From now onwards, letter to be issued to the Zila Parishad, where the applications for completion certificates are pending before K.M.C. for above such cases with a request to issue completion certificate from their end.

This office order has got the approval of Municipal Commissioner and Jt. Mpl. Commissioner (General).

The above order should take immediate effect.

Sd/-  
DG (Building)

OFFICE ORDER NO. 03 OF 2013-14 DATE : 24.03.2014

All Dy. Chief Engineer(C.)/Bldg. / Ex. Engineer(C.)(Bldg), Bor. are hereby requested to attach a three pages Format during processing the working files of unauthorised construction U/s. 400 of K.M.C. Act 1980.

The three pages Format is attached herewith.

This for better processing of files with complainant details and infringement statement at the time of hearing by Special Officer (Building)

Sd/-  
DG (Building-II)

FORMAT OF COMPLAINT DETAILS

PREMISES NO : .....

WARD NO : ..... BOROUGH: .....

D/CASE NO : .....

COMPLAINT(S) DETAILS

**A. COMPLAIN FROM GRIEVANCE (System) :**

- 1. Name of Complainant :
- 2. Communication Address :
- 3. Contact No. :
- 4. Grievance Complain No. :
- 5. Date of Complain :

**B. COMPLAIN BY LETTER :**

- 1. Name of Complainant :
- 2. Communication Address :
- 3. Contact No. :
- 4. Complain letter No. :
- 5. Date of Complain :

**C. COMPLAIN OVER TELEPHONE**

- 1. Name of Complainant :
- 2. Communication Address :
- 3. Contact No. :
- 4. Date of Complain :

**REMARKS :**

\_\_\_\_\_

S.A.E (Ward No.....)

\_\_\_\_\_

A.E (C)/Bldg. (Ward No.....)

\_\_\_\_\_

E.E (B)/Dy. C.E (B)

Format for sending proposals for D/case under KMC Act' 1980

Premises No :

- a) Postal address :  
(In case Premises No.  
defers from Postal Address)
- b) Ward no. :
- c) Borough no. :
- d) Assessee No. :  
(May be furnished on the basis  
of current tax bill, if available)

- 2. Name of the Owner/ Person Responsible :
- 3. Name of the Complainant / Information Received / Self detected :
- 4. a) Date of Detection : \_\_\_\_\_
- b) Date of Notice U/S 401 : \_\_\_\_\_
- c) Date of Intimation to Local P.S. : \_\_\_\_\_
- d) Date of Guard Posting (1<sup>st</sup> time / 2<sup>nd</sup> time / ): \_\_\_\_\_

- e) Date of withdrawal of Guard Watch (1<sup>st</sup> time /2<sup>nd</sup> time/.....): \_\_\_\_\_  
 (Withdrawn as per departmental / M.M.I.C. order) \_\_\_\_\_
- f) Whether preceding U/S 401 (A) is sent to Police Authority : \_\_\_\_\_
- g) Date of Installation of Round the clock Police Posting : \_\_\_\_\_
- h) i) Guard cost Realized or not :  
 (Yes/No) : \_\_\_\_\_
- ii) Guard Cost Amt. Paid: . Dt. \_\_\_\_\_

**Brief Description of the Proposal:**

\_\_\_\_\_  
 S.A.E (Ward No.....)

\_\_\_\_\_  
 A.E (C)/Bldg. (Ward No.....)

\_\_\_\_\_  
 E.E (B)/Dy. C.E (B)

**PREMISES NO :** .....  
**D/CASE NO:**.....

**Building Rule Infringement Statement**

Rule	Description	Required	Provided	Remarks

Area of total U/A construction :.....Sqm.

Area of the charges of use (if any) :.....Sqm.

(Sanctioned use :....., Present use .....)

\_\_\_\_\_  
 S.A.E (Ward No.....)

\_\_\_\_\_  
 A.E (C)/Bldg. (Ward No.....)

\_\_\_\_\_  
 E.E (B)/Dy. C.E (B)

**OFFICE ORDER NO. 03 OF 2013-14 DATE : 17.04.2013**

One Office copy of the Sanctioned plan, sanctioned under Building Rules for Thika Tenancy should be sent to Executive Engineer (Civil)/Building of the respective Borough forthwith for checking of the construction.

Sd/-  
 DG (Building)

**OFFICE ORDER NO. 04 OF 2013-14 DATE : 20.05.2013**

During sanction of buildings up to 15.50 m. height in plots abutting SUTI Canal in Ward No. 109, Br. No. XII, rear open space & front open spaces in the proposals to be considered as 2.0 m. & 0.6 m. respectively instead of requisite said open spaces as per provision of Rule 62 of K.M.C. Building Rules, 2009 for the purpose of leaving of 4.0 m. wide open space along the entire frontage of the plot for creating a service road along the canal for direct access to the plots. However, while

calculating ground coverage & FAR, original land area will be considered. Width of means of access will be considered as width of existing road plus width of canal. The applicant will submit an undertaking stating that he will not ask for construction of culvert in front of the premises.

This has the approval of Mayor-in-Council in its meeting dt. 7.5.2013 vide Item No. M- 64.6

Sd/-  
DG (Building)

OFFICE ORDER NO. 08 OF 2013-14 DATE : 17.07.2013

All the Dy. Ch. Engineers/ Executive Engineers of the Building Department are directed to submit plan cases for Municipal Building Committee meeting within 4<sup>th</sup> day to avail the 1<sup>st</sup> MBC Meeting of each month and the 20<sup>th</sup> day to avail the 2<sup>nd</sup> MBC Meeting of the same month. If the days are holidays, next working day will be considered.

Sd/-  
DG (Building)

OFFICE ORDER NO. 13 OF 2013-14 DATE : 14.11.2013

In terms of rule 132 of Bldg. Rules, 2009, any building having floor area 5000 sqm. or more, the applicant should contain the Anticipated Load Demand and Electric Power Distribution Drawing approved by ) an Electrical Engineer or Energy manager or a Certified Energy Auditor.

Every building with a Load Demand of 50 KW or a building with total floor area more than 5000 Sqm. or more should have a space shown in the open space for commissioning of Transformer. The space should be accessed by at least 3.0 Mtr. driveway.

Ex. Engineer (C)/Dy.Ch. Engineer(Bldg.) of all Boroughs of K.M.C. should ensure that the aforesaid requirement be complied before placing the matter in the meeting of Municipal Building Committee.

This above order should take immediate effect.

Sd/-  
DG (Building)

OFFICE ORDER NO. 15 OF 2013-14 DATE : 21.11.2013

It is being circulated that Issuance of Completion Certificate through Mass System will go on LIVE on and from 22-11-2013.

Hence, you are directed to issue all the Completion Certificate through that Building Mass System on and from that date.

The pending applications, where demands have not been raised, are also to be incorporated in that System.

Therefore, no manual Completion Certificate will be issued henceforth, save and except where the demand has been raised before.

In case of any difficulties regarding operation of the Issue of Completion Certificate through Building Mass System, you are directed to contact the following personnel :

1. Deputy manager (Systems)
2. Assistant Manager (Systems)
3. Computer Professional

This above order should take immediate effect.

Sd/-  
DG (Building)

OFFICE ORDER NO. 16 OF 2013-14 DATE : 16.01.2014

Office Circular No. 10 of 2013-14 dt. 8<sup>th</sup> January, 2014 of Director General (Building) should be kept in abeyance till further order.

This office order is issued for strict compliance.

Refer to Office Cir. No.10 of 2013-14 in Page No.115

Sd/-  
DG (Building)

OFFICE ORDER NO. 17 OF 2013-14 DATE : 24.01.2014

After acceptance of any proposals under Section 393 and 394 of CMC Act, 1980 and applications under rule 26 of Bldg. Rules, 2009, the Owner/Applicant should be informed in regard to the shortfall for which the department is unable to proceed further for sanction/approval of the proposal. Applicant should be asked to comply the requisitions within 15 (fifteen) days from the date of receipt of the letter. All correspondences should be done through Speed Post. For non-compliance of the requisitions, department should take action as per rule 16 of Bldg. Rules, 2009.

All Executive Engineers/Dy. Ch. Engineers (C) are directed to strictly adhere to the aforesaid Order.

Sd/-  
DG (Building)

OFFICE ORDER NO. 18 OF 2013-14 DATE : 31.01.2014

You may please be aware that construction of buildings is prohibited in certain portions of land affected by the East Kolkata Wet-land Management Act, 2006.

You are, therefore, kindly requested to take necessary precaution during processing of the sanction and dealing with the unauthorised constructions in the said areas which are affected by the said Act. unless the applicant produces N.O.C. from the East Kolkata Wet-land management Authority.

I am enclosing herewith a xerox copy of the Gazette Notification of promulgation of East Kolkata Wet-land management Act, 2006 for necessary action.

(For Gazette Notification, Please contact the Building Deptt.)

Sd/-  
DG (Building)

OFFICE ORDER NO. 19 OF 2013-14 DATE : 29.11.2013

Procedures to be followed in regard to disposal of applications related to Mobile Towers :

- (1) The complete applications in terms of Circular No. 7 of 2013-14 dt. 26.10.2013 has to be submitted at the respective Borough Office.
- (2) Site Inspection has to be done within 7(seven) days from the date of receipt of the application.
- (3) If, after site inspection any anomaly is observed, a letter may be issued to the respective applicant stating that their application is rejected.
- (4) If the application is found complete in all respect, there is no need to send the file to Head Office for any further approval.
- (5) If the application is acceptable, Demand Notice may be raised within 10 (ten) days from the date of receipt of the application by the respective Executive Engineer (C)/ Dy. C.E. (C)/Bldg. of the Borough.

Refer to Bldg. Deptt. Cir. No.07 of 2013-14 in Page No.112

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 1 OF 2013-14 DATE : 01.04.2013

Existing license of L.B.S. as well as E.S.E. will be extended upto a further period of one- year w.e.f. 02.04.2013 on receipt of full payment of fees and charges stipulated in the schedule of rates & fees 2013-2014.

The license of L.B.S. & E.S.E. will remain invalid unless requisite fees and charges are deposited. Late fees will be applicable as per schedule from 01.07.2013.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 6 OF 2013-14 DATE : 21.06.2013

At the time of sanctioning of building plans, in case of new buildings, whose height is to exceed 15.5 Mtr. or in case of expansion of any existing building, if its height is to exceed 15.5 Mtr., under section 393 or 394 of C.M.C. Act, 1980, the provision for use of solar energy in the form of solar heater or in the form of solar photo-cell shall have to be provided in accordance with Rule 147 of Building Rules, 2009.

The plan case may be sanctioned on condition as mentioned above. A stamp may be prepared and the information may be stamped at the back of the plan stating as follows -

“Provision for use of solar energy in the form of solar heater and/or solar photo-cells shall be provided as required under Rule 147 of Building Rules, 2009 and completion certificate will not be issued in case of building without having such provision”.

The above Circular should be strictly followed.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 07 OF 2013-14 DATE : 26.10.2013

Re : Permission for Erecting of Mobile Towers.

The following documents to be submitted by telecom service providers / infrastructure providers for obtaining clearance from K.M.C for installation of mobile towers over roof top of an existing Building.

1. Copy of relevant license / infrastructure provider registration certificate from Department of Telecommunications.
2. Data Sheet
  - a) Name of Service / Infrastructure Provider.
  - b) Location.
  - c) Tower Reference :
    - Height.
    - Weight.
    - Ground / Roof Top.
    - Pole / wall mounted.
    - Number of antennae.
3. Copy of SACFA clearance / copy of SACFA application for the said location submitted to WPC wing of DoT with registration number as WPC acknowledgement along with undertaking that in case of any objection / rejection, TSPs / Ips will take corrective actions/ remove the tower.
4. Copy of structural stability certificate for ground based tower. In case of roof top BTS towers, structural stability certificate for the building and tower based on written approvals of any authorized Structural Engineer of state / local bodies / Central Building Research Institute (CBRI) , Roorkee / IIT / NIT or other agency authorized by local body. In our case stability certificate from an Empanelled Structural Engineer of K.M.C may be accepted.



5. Copy of the type test certificate issued by Automotive Research Association of India (ARAI) to the manufacturers of the Diesel Generator (Director General (Building)) Sets, duly approved by West Bengal Pollution Control Board.
6. Copy of clearance from Fire Safety Department only in case for high rise buildings where Fire Clearance is mandatory.
7. For forest protected areas, the copy of clearance from State Environment & Forest Department, if applicable.
8. In case of new installation, permission shall be granted to the owners on production of tax bill, ownership proof, sanctioned plan and agreement with service provider. In case of multiple ownership agreement/NOC from each owner / Occupier is to be submitted.
9. Acknowledgement receipt issued by TERM Cells (DoT) of the self - certificate submitted by Telecom Service provider / Infrastructure Provider in respect of mobile tower / BTS (ground based / roof top / Pole / wall mounted) in the format as prescribed by TEC, DoT, establishing / certifying that all General Public areas around the tower will be within safe EMR exposure limit as per peak traffic measurement after the antennae starts radiating.

This circular is issued as per approval of Mayor-in-Council vide Item no. M-72.11 dt. 03.10.2013 should be followed strictly with immediate effect.

This circular is issued by superseding all other previous Circulars / Guidelines / orders, issued earlier in this regard.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 08 OF 2013-14 DATE : 01.11.2013

It is observed that different Boroughs of Building Department take different views at the time of computation of FAR and Ground Coverage in regard to the land gifted for corner splaying which is mandatory under section 405 of the K.M.C. Act, 1980.

It is noted that rule 74 of Building Rules, 2009 specifically mentions that the gifted portion for the strip of land should be considered at the time of computation of FAR and ground coverage calculations.

The same principle should also be adopted in case of “corner splaying” also. The land gifted for corner splaying for the public cause should also be given benefit of FAR and ground coverage by taking into consideration of the portion gifted to the Corporation.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 09 OF 2013-14 DATE : 01.11.2013

It is observed that different Boroughs of Building Department take different views at the time of providing floor height for compliance of Rule 106(3) of Building Rule 2009. Municipal Committee advises for providing minimum 3025 mm height from floor to top of slab.

Hence, it is circulated for all concerned that the minimum floor height of the building should be considered as not less than 3025 mm and the ground floor for car parking space should be adjusted accordingly.

Sd/-  
DG (Building)

DATE : 25. 11. 2013

CORRIGENDIUM TO OFFICE CIRCULAR NO. 09 OF 2013-14 DATED : 01.11.2013

In continuation to Office Circular No. 09 of 2013-14 dated 01.11.2013, the minimum 3025-mm height from floor to top of slab may not be insisted upon in case of:

- 1) Addition and alteration of an existing building.
- 2) Rehabilitation of existing tenant at ground floor to 1<sup>st</sup> floor in which case minimum 2900 mm height from ground floor to 1<sup>st</sup> floor level is to be provided with plinth height 500 mm.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 9 OF 2013-14 DATE : 30.12.2013

As per discussion held with the Hon'ble Chief Minister, Government of West Bengal and as per decision of Mayor-in-Council held on 30-10-2013 for small repairing works, construction of partition walls, construction of a small toilet, Meter room, construction of lifts, re-construction of roof and other small utilities, the applicant or the owner, intends to execute such works, need not obtain 'No Objection' Certificate from the local councilors for building related issues.

As per rule 3(2) of Bldg. Rules, 2009, there is enough scope for dealing with such cases. The items which are not covered in rule 3(2) of Bldg. Rules, 2009 may be dealt case to case basis, where there is no complaints from the neighbouring buildings or from other co-sharers of the properties under rule 3(2) read with Section 410 of C.M.C. Act, 1980.

The recommendations of MIC dt. 30.10.2013 as follows :

- (1) To extend the scope of rule 3(2) read with Section 410 of C.M.C. Act, 1980, for construction of toilets, prayer room, partition walls etc. not more than 25% of the total floor area (including staircase) of residential buildings up to II storied & 15% up to III storied, without encroaching the rights of the neighboring buildings and rights of the co-sharers.
- (2) To minimize the harassment, wide-spread publication should be done on implication of rule 3(2) of Bldg. Rules, 2009 and scope of Section 410 of C.M.C Act, 1980.
- (3) Intimation to Kolkata Police in regard to the above.
- (4) All the elected representatives of Kolkata Municipal Corporation may also be informed as above.
- (5) Procedure for sanction :
  - i. Owner/owners of the bldg. will submit 3 sets of plan showing the existing structure in yellow colour and proposed structure in red colour along with signature of the owner/owners and LBS/Architect. In case of additional proposal at 2nd floor level structural stability certificate has to be submitted by LBS, Class I/E.S.E.. In case of additional proposal at 3<sup>rd</sup> floor level, structural stability certificate has to be submitted by ESE of any Class.
  - ii. Minimum 1.2 Mtr. wide open space has to be provided from the boundary of the property.
  - iii. Application should be accompanied by registered deed of Conveyance or other legal document by which exclusive right of erection be proved.
  - iv. Application should further be accompanied by calculation of floor area of the existing bldg. and the proposed portion of the bldg. along with xerox copy of the tax bill and no outstanding certificate from Assessment Department.
  - v. On receipt of the application after causing necessary verification of the record and site inspection by the department, Asstt. Engineer (C) of the concerned Ward will issue permission after taking necessary approval from the concerned Ex. Engineer of the Borough. No fees and charges should be levied for such permission.

- vi. A separate registrar should be maintained in each Borough office with proper records of acceptance of such application and disposal of the same.

However, by this process the existing building in the approved plan should not be considered as regularized.

Sd/-  
DG (Building)

ADDENDUM TO OFFICE CIRCULAR NO. 9 OF 2013-14 DATE : 04.01.2014

In reference to office Circular No. 9 of 2013-14 dt. 30.12.2013 following columns under head “Procedure for sanction” to be inserted.

- i) Addition and alteration be approved on buildings/premises processed under Sec. 400, sub section (1) of C.M.C. Act, 1980 subject to submission of undertaking from applicant stating that the decision of the Spl. Officer/Hearing officer (Bldg.), Municipal Building Tribunal and any Court of Law will be abided by and if demolition order is passed approval on addition and alteration will be revoked.
- ii) Ownership has to be proved and proposals to be signed by all co-owners.
- iii) Applicants will have to deposit Rs. 100/- for the approved plan.

The above additions should take immediate effect.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 10 OF 2013-14 DATE : 08.01.2014

West Bengal Pollution Control Board vide Memo No. 1768/WBPCB-RO-I/G/1860/2005 dated 08.12.2008 imposed condition on KMC for sanctioning building plans which read as follows :

“The KMC should not allow any unit (Building / Construction / Project / Area Development projects and Township Projects) covering total built - up area greater than or equal to 20000 sqm. or covering area greater than equal to 50 Ha to discharge their effluent into the Municipal Drainage system without having valid consent to establish (NOC) / consent to operate (as applicable) of the State Board”.

Mayor-in-Council in its meeting dated 17.12.2013 vide Item No. M - 76.25, recommended sanctioning of building plans for the whole project after depositing necessary fees and charges subject to fulfillment of following conditions :

- a) Phasing plans along with the entire development plan should be produced by the applicant as per satisfaction of the K.M.C.
- b) An undertaking has to be submitted by the applicant that in the I<sup>st</sup> phase less than 20000 sqm. of the building / buildings be constructed and the 2<sup>nd</sup> phase may only be constructed after obtaining Environment Clearance.
- c) An indemnity Bond has to be submitted before the K.M.C. that if the construction beyond 20000 sqm. be done in violation of the undertaking, as mentioned above, the remaining construction would be treated as unauthorized construction.
- d) In case Environment Department gives objection to the proposed development, the sanction of the 2<sup>nd</sup> phase will be null and void and in that event the sanction fee for that portion will be forfeited.
- e) In addition to above, a registered undertaking has to be submitted that they will not move to any court of law in case they fail to obtain NOC from Environment Department.
- f) All the above conditions are to be incorporated in the plan. Copy of the undertaking should be pasted at the back of the plans as a conditional sanction.

This has got approval of Department of Municipal Affairs. Government of West Bengal as stated in the letter of Jt. Secretary vide Memo No. 04/MA/O/C-5/CC/E-I/2013 dated 03.01.2014 and order of Mpl. Commissioner and Hon'ble Mayor dated 08.01.2014.

Department will take necessary action accordingly with immediate effect.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 11 OF 2013-14 DATE : 08.01.2014

Municipal Building Committee while processing the cases on the Rule 142 of Building Rule 2009 observes certain ambiguity in the previous Office Order No. 15 of 2012 - 13 dated 08.08.2012, Corrigendum dated 22.08.2012 and suggests some modifications which are as follows :

1. Proposals under Rule 142 of Building Rules 2009 will be accepted only if the tenanted area in all floors is at least 40% of the total floor area of the existing building.
2. Open space of the proposed building to be provided :
  - i. In case of area of land upto 200 sqm. and height upto 15.5 mtr - front open space 1.2 in Side open space at one side - 1.2 in side open space on other side - 1.2 m., and rear open space - 2.00 m.
  - ii. In case of area of land above 200 sqm. but less than 500 sqm. and height upto 15.5 m. - front open space - 1.2 m., Side open space at one side - 1.2 m., side open space on other side - 1.5 m, and rear open space -3.00 m.
  - iii. In case of area of land 500 sqm. and more and height upto 20.0 m. - front open space -2.0m., Side open space at one side - 1.5 m., side open space on other side - 3.50 m ,and rear open space - 4.00 m.

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.

Other parameters of existing circular will remain same.

This has got approval of Mayor - in - Council in its meeting dated 17.12.2013 vide Item No. 76.5.

Office Order No. 15 of 2012 - 13 dated 08.08.2012 and Corrigendum dated 22.08.2012 should be read with the present circular while dealing with the cases under Rule 142 of Building Rule 2009.

The present circular will be given effect prospectively for the cases submission fees of which are not yet accepted.

This will be given immediate effect by the Department.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 12 OF 2013-14 DATE : 22.01.2014

During processing of the building related issues within recently included KMC area of Joka I & II, the department encountered with few problems like dealing with unauthorised buildings under construction, sanctioning of deviations of building plans which are already under construction in terms of the approved plans issued by the Gram Panchayet/Zilla Parishad, renewal/revalidation of the building plans already sanctioned by the said Gram Panchayet/Zilla Parishad, issuance of completion certificate for the buildings which are constructed in terms of the approved plan of the Gram Panchayet/Zilla Parishad.

The matter was placed before the Authority and Mayor-in-Council in its meeting dt. 15-01-2014 vide Item No. M-77.21 resolved the issue as follows :

1. That the proposal of D.G. (Building) regarding sanction/renewal/revalidation/issuance of Completion Certificate/regularization of building plans of KMC Ward Nos. 142, 143, 144

under Joka (I & II) as described in detail in the Agenda Note is taken up for consideration and is approved as follows :

- a) Department may process plan cases u/s 393 & 394, renewal/revalidation/issuance of C.C./regularization etc. as per Assessee Nos. & Premises No. generated by the Assessment Department of KMC at Joka (I & II) under KMC with name of owner, land area and nature of land compared with BL&LRO Mutation ROR.
- b) Building Department is empowered to apply all the relevant Section of KMC Act 1980 for buildings which are constructed in deviation from sanction or approved plan on G.P. or Zilla Parishad area.
- c) In case of unauthorized construction (without sanction ), Building Department is empowered to serve stop work notice as per KMC premises no. or as per location of the plot (if premises no. is not found) and action u/s 400 will be taken as per KMC norms.
- d) Building Department is empowered to rely on physical verification of land by Assessment Department and record of BLRO mutation certificate in respect of water body.
- e) The Department will obtain NOC from Drainage Department and Water Supply Department for the total built up area exceeding 2000.0 sq. mt. in case of proposal u/s 393 & 394 of the KMC Act, 1980.
- f) The Department will apply infringement of Building Rules by comparing the same with the Zilla Parishad bye-laws of 2005 (in case of sanctioned buildings) or KMC Building rules of 2009 (in case of unauthorised buildings).
- g) The Department will process for regularization (internal & external), issue of completion certificate etc. by comparing the rules on the basis of which the plan was sanctioned i.e. Zilla Parishad bye laws of 2005.
- h) The Department will accept KMC fees for plan cases u/s 393, 394 of KMC Act 1980 completion certificate charges, renewal case fees, revalidation etc. as per KMC norms.

The department henceforth will act following the above guideline in regards to Joka I & II.

Sd/-  
DG (Building)

OFFICE CIRCULAR NO. 18 OF 2013-14 DATE : 06.11.2013

Mayor-in-Council in the meeting dt. 03.10.2013 vide Item No. M 72.14 has approved the rates of different items of Building Demolition work for realization of charges from the Owner / Occupier of the respective premises. The rates are as follows :

- |        |  |                    |
|--------|--|--------------------|
| (i) a. | Mazdoor (Male)<br>Including tools & tackles                                      | Rs. 160/- Each/Day |
| b.     | Hammer Man   | Rs. 189/- Each/Day |
| c.     | Higher charges for Gas cutting set<br>including Gas & Operator                   | Rs. 1800/- Per Day |
| d.     | Hire charges for winch machine<br>with steel wire rope & necessary<br>operators. | Rs. 1500/- Per Day |
| e.     | Hire charges for Matador Van/Lorry<br>with fuel & Driver                         | Rs. 950/- Per Day  |

- (ii) That 50% of the rates for item Nos. (a),(b),(c),(d) and full rates for item no. (e) will be allowed where the demolition work can not be executed due to non-availability of Police Force, Court Order, resistance from affected person etc.
- (iii) That the cost of demolition be realized from the person Responsible at the rate of Rs. 12,000/- per 100 Sqm.
- This will come into effect from 15<sup>th</sup> November, 2013.

Sd/-  
(D. Chakraborty)  
DG (Building-II)

**EDUCATION DEPARTMENT**

Office Order No. 1 of 2013-14 dated 05-04-2013

Re : Maintenance of Stock Register of Rice under Mid-Day-Meal programme.

A proforma is given below under which the stock position of the rice under MDM programme would have to be maintained.

The proforma is as below :

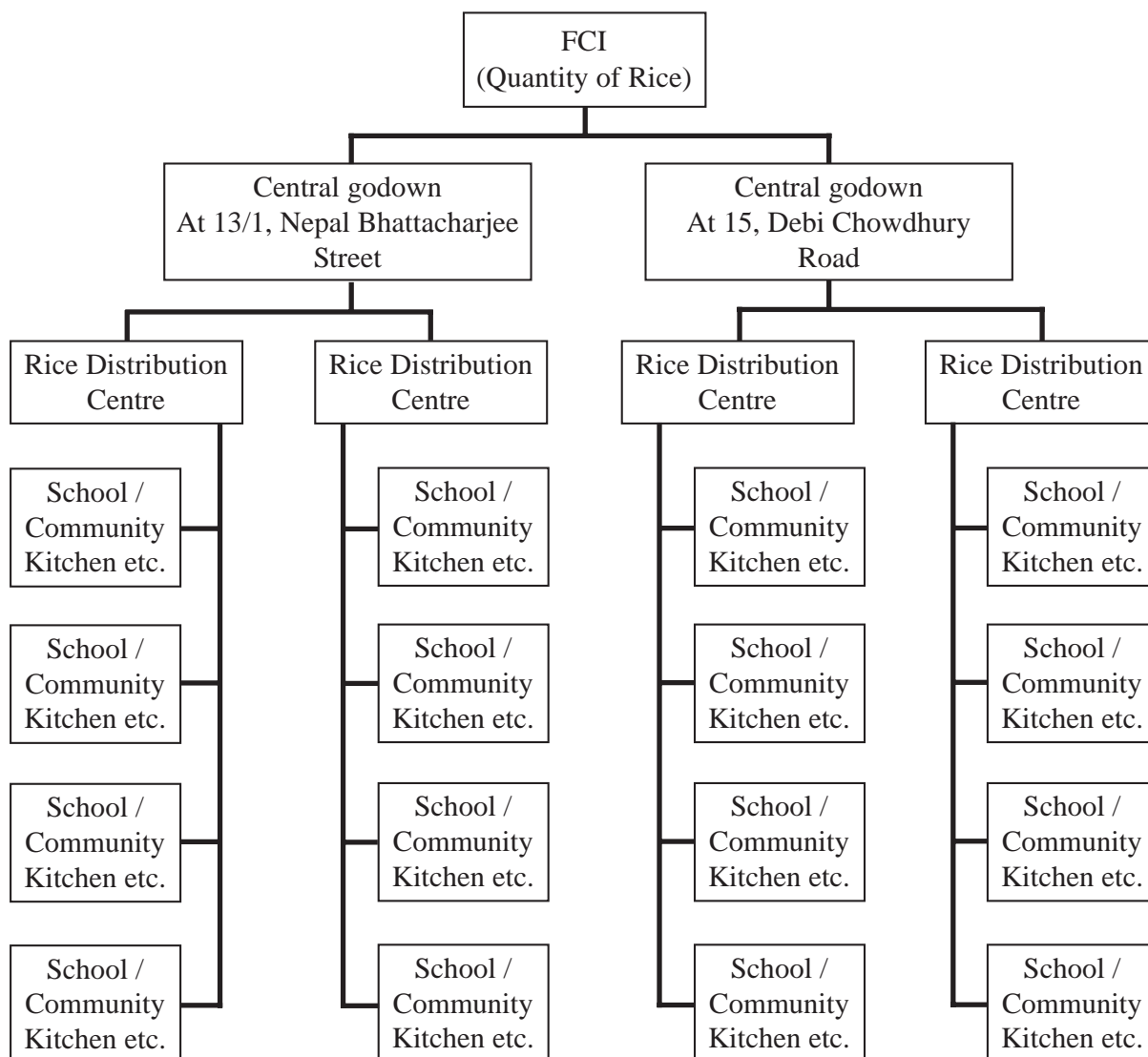
1. There will be one Central Stock Register to be maintained at the Head Office, Education Department of KMC. Quantity of Rice is to be treated as “In” as per challan of FCI and “Out” when deposited in Central godown at;
  - (i) 13/1, Nepal Bhattacharjee Street &
  - (ii) 15, Debi Chowdhury Road.
2. Stock Register in two godowns namely;
  - (i) 13/1, Nepal Bhattacharjee Street &
  - (ii) 15, Debi Chowdhury Road
 would be maintained and quantity of rice treated as “In” as per deposition of rice from FCI godown to be weighted by the Electronic Weighing Machine installed at the respective godown and the quantity of rice treated as “Out” when it will be distributed to 48 Rice Distribution Centres.
3. Stock Register to be maintained in 48 Rice Distribution Centres and the quantity of rice is to be treated as “In” when it will be delivered to the respective Distribution Centre and In-charge of the respective Rice Distribution Centre must ensure the quantity of rice at the time of delivery. Even he/she may weight the quantity of rice by the Electronic Weighing Machine when acknowledge it and keep proper record in the register. Similarly, necessary record has to be maintained when the quantity of rice distributed to the respective KMCP School.
4. Stock Register is to be maintained in each KMCP school, Community Kitchen or any other Kitchen where Cooked Mid-Day-Meal is prepared for the learners of the KMCP Schools and SSKs. In-charge of the MDM programme of each School / Community Kitchen / NGO / Para Samity / NHG has to be keep proper record of the Rice as per following manner :

Opening stock at the beginning of each month	xxxx
Add : Quantity of Rice received from the Rice Distribution Centre	xxxx
Total Stock of Rice during the month	xxxx
Less : Quantity of Rice Consumed during the month	xxxx
Closing balance at the end of each month	xxxx

A complete stock position for each month has to be made and despatched to the Head Office, Education Department, KMC along with other documents and papers duly signed by the In-charge of MDM programme.

In cross verification the balance position of rice of each Central Godown, Rice Distribution Centre and School / Community Kitchen must tally with the Central Stock Register which will be maintained in the Head Office, Education Department.

A flow chart is also given in order to ascertain the latest stock position of rice on each month. It indicates, a monthly stock reconciliation of rice will have to be maintained and all officials of MDM related matter will have to follow it, strictly. Any deviation of the matter will be viewed very seriously. Any laxity on this matter of any person (such as In-charge of NGO, Community Kitchen, NHC, NHG, Para Samity and officials / staff of KMC would be held accountable and strict action will be taken as per rule.



The above flow chart will ensure the methodology to be followed for maintenance of Stock Register and this methodology will have to be followed by all concerned who handling the Mid-day-Meal programme. The sole intention of keeping this Register is to ensure complete transparency and want to avoid any divergent views of any adverse ramification including any adverse comment from Government Audit which is expected to be avoided. This order takes immediate effect and will be from 3<sup>rd</sup> quarter of 2012-13 under my tenure as Chief Manager (Education).

Sd/-  
Chief Manager  
(Education)

Office Order No. 2 of 2013-14 Date : 08/04/13.

Re : Grievance Redressal Box

All Head Teachers / Asst. Head Teachers are here by requested to install above mentioned box in front of the room of the Head Teachers / Asst. Head Teachers immediately. So that all the stake holders (such as guardian / all other beneficiaries) may deposit their any grievance in the said box. This grievance may be related to various natures such as functioning of school, functioning of MDM or any other related matter. Head Teachers and Asst. Head Teachers will have to redress this grievance within a stipulated time after going through the grievance as deposited in the box. This time may be within 15 days (fifteen days).

This order is issued as per the instruction of the KMC authority.

Sd/-  
Chief Manager  
(Education)

Office Order No. 5 of 2013-14 Date : 16/04/13.

Re : Submission of Sweeper / Contingency Bill.

All the Head Teachers, Assistant Head Teachers / Teacher-in-charges of the KMCP Schools are hereby requested to submit the relevant Sweeper and Contingency Bill of the concerned month within the particular month for its clearance. If any objection is raised by the concerned dealing assistant it should be intimated to the concerned teacher to take corrective action within that particular month and bill has to be passed within that particular month. No unpaid bill will be allowed as outstanding in the particular month and no outstanding bill will be accepted for payment in the subsequent month.

This order has to be adhered without any default. This will be affective from financial year April 2013-14 onwards.

Sd/-  
Chief Manager  
(Education)

Office Order No. 07 of 2013-14 Date : 24/04/13.

Sub : To stop permission for holding wedding, birth day function etc. celebration in the Corporation School premises.

Ref : Office Order No. 35 of 2010-11 dated 11-08-2010.

With reference to the Office Order mentioned above it is further informed to all concerned that under no circumstances the KMCP School premises will be allowed to use for celebrating the occasions like weeding, birthday etc. All stake holders are informed that the roll strength of the learners of the KMCP Schools has been increasing day by day and the functioning of such schools is getting hampered if such occasion is allowed to be held in the school premises. It has been reported that in some cases, the KMCP School premises have been used forcibly by some persons by pressurizing our teachers. It is again hereby ordered that the KMCP Schools will never be used for the purposes of public use. The school premises will be used only for the purpose of teaching and learning for the KMCP School children. All Head Teachers / Teacher-in-charges are directed to follow the order strictly. In case of any irregularities action will be taken accordingly.



As such all concerned are requested to act accordingly. This order is issued in concurrence with the Hon'ble Mayor, KMC.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Office Order No. 16 of 2013-14 Date : 16/05/13.

This is hereby informed to all concerned that every file irrespective of any matter must be routed through Education Officer before it is presented to the undersigned. No file must be presented directly to the undersigned under any circumstances. This order has to be adhered strictly, any violation will be dealt with seriously.

Sd/-  
Chief Manager  
(Education)

Office Order No. 18 of 2013-14 Date : 28/05/13.

Sub : Engagement of Female Helpers ( Ayahs )& payment thereof in the KMCP Schools.

Ref : Our earlier office order no. 107/2011 -12 dated : 24/03/2013 & 15 dated : 11/05/2012.

This is to inform all concern that regarding engagement of Female Helpers (Ayahs) you are requested to follow the terms and conditions strictly as mentioned earlier. Again it is stated that the School Development Committee of each school with minimum 20 no. of students studying in the nursery section may engage, from amongst the mothers of the students enrolled in the same school, one helper (Ayah) for the school and propose her name for appointment as Helper (Ayah). The tenure of engagement should not be more than one year and no person should be selected for two consecutive terms. The helper would be eligible for the position till the time her ward is studying in the school. If during the tenure of her employment her kid leaves the school, for any reason whatsoever, the tenure of the Helper (Ayah) would automatically be terminated.

It may be mentioned here that it is appropriate to engage the Helpers from Amongst the needy mothers of the students studying in the same schools for a period of one year only. This strategy would ensure that the selected Helper would have a personal concern in the welfare and wellbeing of the students concerned and better care may be expected from such Helpers. The engagements are purely need based and their utility would depend on the number of students to be enrolled in these schools. Hence, the posts should be filled up in such a manner that as and when required, the authority should be able to discontinue them so that resources do not get locked up.

That each engagement by the SDC would require prior approval of the Chief Manager (Education), who would accord his approval after considering the student strength, average attendance, etc.

Qualification required :

- a. Candidates for consideration for engagement as ayahs should be educated till at least Class V.
- b. Candidates should not be engaged in any other vocation and should have no sources of income. For this a declaration from the incumbent is required.

Key responsibilities :

- a. To give personal care to the students and attend to their emotional and physical needs.
- b. To inculcate hygienic habits.

- c. To teach moral values and social conduct.
- d. To teach road safety rules.
- e. To guide the students in their day – to – day activities.

Payment of Honorarium :

Such payment of Honorarium @ Rs. 1000/- per month per Female Helper will be paid through the School Development Committee. Bank Saving Account to be opened in favour of 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 preceding 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. The H.T. / TIC of the concerned KMCP School will also maintain the separate register for payment of Ayah for cross checking.

Procedure :

A Consolidated Bill will be issued for drawing of Honorarium from Revenue fund under the Departmental Code, B.I.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.(Sarba Sikha Prokalpa).

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

After completion of one year Dy. Education officers and Inspectors under their jurisdiction verify the list of newly appointed Female Helpers (Ayahs ) as per existing norms based on present enrollment to proceed further for their payment. The Dy. Education officer / Inspectors will also check the payment register during the period from April, 2012 to March , 2013 for the payment of Ayah. Incase of any irregularities for engagement of Female Helpers (Ayahs) Dy. Education officers and Inspectors will be solely responsible for any lapses.

A.O.General will also maintain the entire process for payment to the Female Helpers (Ayahs) alongwith the Register - school wise, month wise, name wise, amount etc. In case of any irregularities regarding payment of Ayah A.O. (General) will be responsible for that. For this purpose a cash book will have to be maintained and monthly reconciliation with Bank statement will have to be done to regularize all the transactions.

This order is issued in concurrence with the MMIC, Education.

Sd/-  
Chief Manager  
(Education)

Office Order No. 19 of 2013-14 Date : 06/06/13.

Sub : Submission of application of any nature.

All Head Teachers / Asst. Head Teachers / Teachers of KMCP Schools are hereby requested to mention the School Code No. / Batch No. of the respective School & Batch at the time of submission of any application of any nature . No application will be accepted where Batch No. and Code No. is not mentioned.

This is being issued in order to facilitate for taking prompt action by the establishment section of the office. Every application should be routed through Education officer / Administrative officer ( Establishment ). All are requested to cooperate in this matter.

Sd/-  
Chief Manager  
(Education)

Office Order No. 20 of 2013-14 Date : 07/06/13.

As per Memo No. 289(22) ES(CMDMP)/GENL-29/2011 dated : 27/05/2013 from PD, CMDMP, School Education Department, you are reiterated to take care of :

- Maintenance of item wise register for receipt and expenditure.
- Maintenance of register for incurring additional cost of LPG, if used under MDMS.
- Maintenance of Register for empty gunny bags / rice bags and disposal thereof according to extant Govt. Norms. Sale proceed of the same must be deposited to the account concerned.
- Rice bags allotted to the schools under MDMS must be kept on dunnage / wooden plank for safe keeping.
- Any item received by school under MDMS must be entered in the register for record.

Please report about the above mentioned aspect at the end of every month to the undersigned / the Dy. Manager (MDM).

Sd/-  
Chief Manager  
(Education)

Office Order No. 21 of 2013-14 Date : 11/06/13.

### **Office order**

All the Head Teacher / Asstt. Head Teacher / Teacher – in – charge of KMCP Schools are hereby informed that they must cooperate with the sub Inspectors of schools of different circle under Kolkata district and their representative for any purposes required by DPSC & SSM, Kolkata. For this, the teachers need not require any prior approval of Education Department officials. All concerned are requested to act accordingly.

This order is issued in consultation with the undersigned and the DPO, SSM, Kolkata for smooth implementation of different project / Govt. order issued from time to time.

Head Teacher, Asst. Head Teacher & Teacher – in – charge are hereby requested to complete the preparation of Child Register which will indicate the status of latest position. This may be treated as a priority work and must be completed within this month. All Dy. Education officers / Inspectors are also requested to take necessary action for completion of Child Register immediately under their jurisdiction.

This may treated as extremely urgent.

Sd/-  
Chief Manager  
(Education)

Office Order No. 23 of 2013-14 Date : 12/06/13.

Sub : Allotment Order of Rice.

A quantity of 1000 qntls. Rice was allotted by the School Education Department vide Memo no. 28/MDM/KPSC/2013 dated 16/04/2013 for 1<sup>st</sup> qtr. ( from 01/04/2013 to 30/06/2013) of 2013 -

14. 996.32 qtls rice lifted from F.C.I. godown on 15-05-2013 & 24/05/2013 for Mid – Day – Meal programme to KMCP Schools and SSKs for 1<sup>st</sup> qtr of 2013 – 14.

An amount of rice for June, 2013 as per the enclosed list is hereby allotted to Community Kitchen – I & II for Mid – Day- Meal programme of KMCP Schools & SSKs for the month of May, 2013.

Inspector of School and Head Assistant (MDM) will remain present at the time of rice distribution.

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.

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 under Cooked Mid – Day – Meal scheme and stock of rice should not be allowed to be rotten/ become unfit for human consumption at any cost.

The quantity may be distributed only to Rice Distribution Centres where there is no stock / insufficient stock of food grains.

(List has been omitted.)

Sd/-  
Chief Manager  
(Education)

Office Order No. 24 of 2013-14 Date : 13/06/13.

Applications are invited from the Teachers / Asstt. Head Teachers / Head Teachers of Bengali, Hindi and Urdu medium under Education department for inclusion of the suppressed qualification of two years D.El.Ed. Course approved by NCTE or any other Primary Teachers training course approved by NCTE, in their Service records.

The Prayer for such inclusion should be submitted within one month from the date of issuance of this circular.

Prayer for inclusion of other qualifications apart from the above mentioned qualification will however, not be entertained from this end.

This is issued by the approval of Hon'ble Mayor, dated: 10/05/2013.

Sd/-  
Chief Manager  
(Education)

Office Order No. 26 of 2013-14 Date : 14/06/13.

Sub : Regarding School Report Card ( 2012-13).

All Head Teachers / Asst. Head Teachers / Teacher – in – charge of KMCP Schools are hereby informed that they must collect the School Report Card ( 2012 – 13 ) from their respective Dy. Education officers / Inspectors under their jurisdiction and to keep it as office copy and display a copy to the school notice board for public awareness. If any major deviation found in comparison with U – DISE 2012 -13, you are requested to inform us in writing to the undersigned within by 30<sup>th</sup> June, 2013 positively.

Sd/-  
Chief Manager  
(Education)

Sub : Timely submission of report of MDMP.

All Head Teachers / Asst. Head Teachers / Teacher – in – charges are requested to furnish the following reports within the first three working days of the following months.

1. Monthly Data Capture Format for each month.
2. Submission of Bill for reimbursement. (at the end of respective quarter)
3. Evaluation report of MDM for each month. (format enclosed)

The above mentioned aspect must be viewed seriously and with utmost importance, otherwise MDMP will not run smoothly and consequent report, to be submitted to School Education Department, will not be possible to produce in time or as desired from their end, which, in turn, will effect severely MDMP.

Responsibility in this regard will be fixed up and action will be taken accordingly if deviation of this order is noticed.

Sd/-  
Chief Manager  
(Education)

Mid Day Meal Scheme  
School Monthly Data Capture Format (MDCF)

Instructions : Keep following registers at the time of filling the form :

- 1) Enrolment register 2) Account 3) Bank Account Pass Book 4) Cooking cost details etc.

School Details			
Month :		Year :	
School Code		School Name	
School Type	i) Government <input type="checkbox"/>	Category	• Primary <input type="checkbox"/>
	ii) Local Body <input type="checkbox"/>		• Upper Primary <input type="checkbox"/>
	iii) EGS/AIE Centres <input type="checkbox"/>		• Primary with Upper Primary <input type="checkbox"/>
	iv) NCLP <input type="checkbox"/>	Village/Ward	
	v) Madarsa/Maqtab <input type="checkbox"/>	Block	
Area	i) Rural <input type="checkbox"/> ii) Urban <input type="checkbox"/>	District	
		State	

2. Meals Availed Status		
	Primary	Upper Primary
i) Number of School days during month		
ii) Actual number of days mid day meal served		
iii) Total Meals served during the month.*		

\* Total Meals Served during the month : Total attendance (-minus) total children not availed Mid Day Meals during the month.

3. Cook-cum-helper details							
Cook-cum-helper Name	Gender (Male (M)/ Female (F))		Category (SC/ST/ OBC/ Gen)	Below Poverty Line (Yes(Y)/ No (N))	Mode of Payment (Cash/ Bank)	Honorarium Per month (Rs.)	Remarks
	M <input type="checkbox"/>	F <input type="checkbox"/>					
	M <input type="checkbox"/>	F <input type="checkbox"/>					
	M <input type="checkbox"/>	F <input type="checkbox"/>					
	M <input type="checkbox"/>	F <input type="checkbox"/>					
	M <input type="checkbox"/>	F <input type="checkbox"/>					
	M <input type="checkbox"/>	F <input type="checkbox"/>					

4. Cooking cost Details (in Rs.)							
Primary				Upper Primary			
Opening Balance	Amount received during month	Expenditure during the month	Closing Balance	Opening Balance	Amount received during month	Expenditure during the month	Closing Balance

5. Details of food grain (in Kilograms)								
Primary					Upper Primary			
Food grain	Opening Balance	Food grain received during month	Consumption during the month	Closing Balance	Opening Balance	Food grain received during month	Consumption during the month	Closing Balance
Wheat								
Rice								

6. School Expenses (in Rs.)			
	Total Expenditure during the month	Date of Expenditure during the month	Cumulative Expenditure at school
i) Management, Monitoring and Evaluation expenses			

7. School Inspection		
School Inspection done during the month	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Inspected by</b>	<b>(in numbers)</b>	
Member of Task Force		
District Officials		
Block/Taluka level officials		
SMC Members		

**8. Untoward incidents during the month (if any)**

Number of incident occurred during the month

Signature of Head Teacher

Signature of the SMC Chairperson/Gram Pradhan

Name of the Mid-Day Meal Organiser (SDC / NGO) .....

SCHOOL CODE : .....

SCHOOL ADDRESS: .....

Bill for Mid-Day-Meal for the ..... Qtr. in the financial year .....

(Apr to Jun, 1<sup>st</sup> qtr., July to Sept, 2<sup>nd</sup> qtr., Oct. to Dec, 3<sup>rd</sup> qtr, Jan. to Mar, 4<sup>th</sup> qtr.)

\* must accompany with vouchers, cash memos &amp; date wise statement of MDM

\* must be submitted within 3<sup>rd</sup> working days from the end of the qtr. for onward transmission to Govt. of India within 7<sup>th</sup>

Month	No. of school days	No. of days MDM given	Actual No. of MDM served	PARTICULARS		PARTICULARS (EXPENDITURE)	
				Opening balance (at the beginning of the Quarter)		Meal Cost (@ Rs. ...X.....)	
				Received from the Head Office by cheque no..... dt.....		Honorarium to cook cum helper @ Rs. .... per cook X.....cook	
				Total adjustable amount		Additional gas cost (Actual cost - subsidized cost)	
				Less Expenditure		Miscellaneous Exp. If any (subject to prior approval of the authority)	
				Cash in hand			
						Total Expenditure	

Signature of Secretary of NGO  
with date & sealSignature of H.T./A.H.T./T.I.C.  
with date & Seal

Month	
School Code	
School address	

MDM Organiser	
No. of School days	
No. of days MDM served	
Reason for not serving MDM on school days	
All Saturday were included or not	
MDM served/not on holidays when school remained open occasion for which school remained open on holiday.	
Quality of meal	
Quantity of meal	
Variety of meal	
No. of days full egg served	
Views from students & guardian about MDM	
Remarks	
Signature of Head Teacher / Asst. Head Teacher / Teacher-in-charge with seal	

Office Order No. 28 of 2013-14 Date : 19/06/13.

Sub : Opening of Fixed Asset Register / TP Register in all KMCP Schools.

All Head Teachers / Asstt. Head Teachers / Teachers of KMCP Schools are hereby requested to open the above mentioned register if it is not maintained now. So that the updation can be made for new induction of fixed asset such as bench, chair, table etc. This is very much required for its presentation of its actual value / notional value in the KMC financial statement which will be finalized in near future.

Sd/-  
Chief Manager  
(Education)

Office Order No. 29 of 2013-14 Date : 21/06/13.

Sub : Upgradation of Qualifications of the Teachers of KMC Primary Schools as per provision of RTE Act, 2009.

As per notification no. 389(38)-SE(EE)/PTTI-7/11 dated 13-08-2012 of Government of West Bengal, School Education Department (Elementary Education Branch), Bikash Bhavan, Bidhan Nagar, Salt Lake City, Kolkata – 700 091 issued by the Secretary to the Govt. of West Bengal, School Education Department where it has been categorically mentioned that Primary School Teachers would have to upgrade their qualifications as per the provision of RTE Act, 2009 and as stipulated under section 23(2) of RTE Act, 2009, all School Teachers who are engaged for teaching in elementary classes shall have to possess the requisite elementary qualifications as has been envisaged in the said Act.

The State Govt. has already initiated to upgrade the qualifications of Teachers who do not possess the same as per the requirement of NCTE.



The teachers are required to upgrade their requisite qualifications through National Institute of Open Schooling (NIOS) and West Bengal Council of Rabindra Open Schooling (WBCROS). The responsibility of teachers training course (D. El. Ed.) will be vested upon West Bengal Board of Primary Education (WBBPE) through open and distance learning (ODL) mode.

The School Education Department, Govt. of West Bengal clarifies certain points on the relevant issues as furnished below :

1. Teachers appointed prior to 3<sup>rd</sup> September, 2001 shall go by State Government norms and they need not have to up-grade their qualifications.
2. Teachers appointed between 3<sup>rd</sup> September, 2001 to 31<sup>st</sup> December, 2005 possessing academic qualifications as per State Government norms and completed 1 year / 2 years teachers training course from State recognized Institutions are not required to enhance their qualifications as per note 2 under first schedule to the NCTE (Determination of minimum qualifications for Recruitment of Teachers in Schools) Regulation 2001 dated 4<sup>th</sup> September, 2001 published in terms of F. No. 9-2/2001/NCTE dated 03-09-2001.
3. Teachers appointed from 01-01-2006 onwards should possess at least 50% marks in Higher Secondary Examination of equivalent (45% in case of candidates belonging to reserved category and Exempted Category) and 2 years Diploma in Teacher Training Course (D. El. Ed.); or should be Graduate from recognized University (with any percentage of marks) with 2 years Diploma in Elementary Education.
4. Primary School Teachers appointed after 03-09-2001 having B. Ed or equivalent qualification shall be required to obtain 6 months Special Training to be conducted with the approval of the National Council of Teacher Education.

It is now clarified that any teaching personnel appointed on or after 03-09-2001 having deficiency in the aforesaid qualifications shall have to upgrade his/her academic qualification to the extent of 50% marks in Higher Secondary (45% in case of candidates belonging to reserved category and Exempted Category) if he/she is not a Graduate from a recognized University (with any percentage of marks); and thereafter/ simultaneously he/she will have to undergo 2 years Diploma Course in Elementary Education. However if any candidate completes one year course in Teacher Training from State recognized Institution on or before 31-12-2005 but appointed after 31-12-2005 another one year's Bridge Course in Teacher Education shall meet his Teacher Training requirement and same will be treated as equivalent to D. El. Ed.

It may further be clarified that if a candidate is deficient in both academic and teacher training qualifications, he/she will be allowed to pursue both courses simultaneously on the condition that final examination result of teacher training course will be withheld till attainment of 50% marks in Higher Secondary Examination.

As KMCP Primary School Teachers are coming under the same provision, they are abide by the same notification in order to synchronize the upgradation methodology as has been prescribed above.

The concerned Teachers including Head Teachers and Assistant Head Teachers are hereby directed to collect the format from their concerned Batch Clerk and submit the same duly filled in along with all relevant documents to them by 26<sup>th</sup> June, 2013 positively.

The Head Assistant, Establishment section is hereby directed to prepare the final list to be sent to the DPSC by 1<sup>st</sup> July, 2013 without fail as per the following Proforma :

Proforma :

1. Name of the organization: Kolkata Municipal Corporation.
2. No. of teachers who have completed one year PTT course and now require one year Bridge Course through ODL mode :
3. No. of teachers require two years D. El. Ed. Course through ODL mode :
4. No. of teachers who completed B. Ed. Course and now require six months Special Training Course :
5. No. of Teachers who require enhancement of Academic Qualifications –
  - a) H.S. with 50% marks (Candidates Passes Madhyamik only) :

- b) Enhancement of Marks in H.S. (candidates passed H.S. but obtained below 50% marks) :

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Office Order No. 34 of 2013-14 Date : 04/07/13.

Details of Job in Education Department, KMC and allotment thereof to Education Officer, KMC

Sl. No.	Name of work	Function	Officer-in-charge	Over all in-charge
1	Academic- related to School	Maintenance of Report/Record of Dy. Education Officer; Inspector; Head Teacher; Teacher; Security Assistant; Junior. a) Joining; Promotion; Daily record; Leave and Service Book; Other matter related to School Staff. Transfer and posting of the teachers. b) Above matters related to SSU (Edn.) c) Above matters related to G.R.U (Edn.) d) Distribution of N. T. Book , Ex. Book, School uniform, Pencil etc and office materials to KMCP School & SSK.	Education Officer	Chief Manager (Education)
2	Establishment Administration	Maintenance of Service Book of ➤ Ch. Manager ➤ Dy. Manager ➤ Admn. Officer ➤ Supervisor ➤ Other Office Staffs- H. A., U. D. A., J. A., R. S., Sr. Peon/Peon, Office Security Asstt. and maintaining attendance register thereof.	Education Officer	Chief Manager (Education)
3	SSK & Para Teacher	a) To prepare draft for fund/proposal/ preparation of bill for monthly remuneration to SSK Sahayikas, U. C. to D. L. B. U/C for previous payment. b) SSK related matter; Joining; Charges of Sahayikas as per requirement etc. c) Para Teacher related job. d) Act as authorized signatory of Bank Account related to the payment of honorarium to the Sahayikas of SSK.	Education Officer	Chief Manager (Education)
4	Permission to N. G. O.	Proposal for permission on NGO activities in School and other private parties on approval of higher Authority.	Education officer	Chief Manager (Education)

<b>Sl. No.</b>	<b>Name of work</b>	<b>Function</b>	<b>Officer-in-charge</b>	<b>Over all in-charge</b>
5	Office Order & Circular.	Preparation of Office Order and Circular as directed.	Education officer	Chief Manager (Education)
6	Show cause notice.	To issue Show cause notice to incumbent as directed.	Education officer	Chief Manager (Education)
7	List of leave for School, Progress report etc., I-Card & others.	Preparing list of leave for Schools for each year, Progress report & I-Card for the learners.	Education Officer	Chief Manager (Education)
8	School Inspection.	Inspecting School and Report.  a) Attendance of teaching & non-teaching staffs etc. b) Quality of Teaching & Learning. c) Drop out student, if any. d) Status of schools related to infrastructure (building, Latrine, Urinal), Water supply, Electricity etc. e) Quality of meal under MDM programme. f) Physical stock of Rice in Schools & Rice Distribution Centres and quality of rice thereof. g) Any problem arises out of administration or anything else.	Education Officer	Chief Manager (Education)
9	Imprest	To issue office permission on appeals of incumbent for station leave and related matter) a) Advance & Payment of monthly contingency bill related to School; & b) Related to office. c) Advance Payment to Sweeper to School.	Education Officer	Chief Manager (Education)
10	Rent & Court Matter.	To monitor the court case related to school building & other matter related to non-teaching staff.	Education Officer	Chief Manager (Education)
11	Payment & Cash	Payment of contingency charges, School sweeping charges, other bills as directed, Honorarium & other payment to Sahayikas.	Education Officer	Chief Manager (Education)
12	Translation matter.	To sign and deal with the matter related to translation from Hindi to English.	Education Officer	Chief Manager (Education)

Education Officer is hereby entrusted to look after all the above mentioned activities and also others, if any, except Mid-Day-Meal programme.

Sd/-  
Chief Manager  
(Education)

Office Order No. 35 of 2013-14 Date : 06/07/13.

Sub : Proper Mid Day Meal Serve on eligible Saturday.

Saturday is of equal importance like any other working days of a week, irrespective of duration of working hours, nos. of presence etc.

Inspection reveals that some schools treat the day just with a forced – to – do – anyhow manner.

In this connection, all Schools and SSKs authorities are requested to supervise Mid Day Meal Programme with a strict watch to the followings :

- Menu in MDM must have a parity with other days without giving focus on less attendance.
- Only biscuit or similar casual food supply instead of rice plus others will not be allowed anyhow. Rice must be supplemented with proper vegetables or egg etc.

If attendance is found low, in case of light natural incidence like occasional rainfall or absence due to festive mood and like, Mid Day Meal serve must not be withheld or treated casually.

The notice is in view of proper implementation of Mid Day Meal Programme.

Sd/-  
Chief Manager  
(Education)

Office Order No. 36 of 2013-14 Date : 06/07/13.

Sub : Rescheduling of timing of schools hours of the KMCP Schools where attendance of Muslim students is over sixty percent.

It has been decided in the presence of Municipal Commissioner, Joint Municipal Commissioner (D & G), Teachers and the undersigned on 05-07-2013 that all categories of KMCP Schools where the Muslim students constitute more than sixty percent (60%), the school hours will be rescheduled as follows :

**Normal Day :**

Morning Shift	: 07-00 A.M. to 11-15 A.M.
Friday	: 07-00 A.M. to 10-00 A.M.
Day Shift	: 11-30 A.M. to 04-00 P.M.
Friday	: 10-30 A.M. to 12-30 P.M.

**Ramzan Month including Friday :**

Morning Shift	: 07-00 A.M. to 09-30 A.M.
Day Shift	: 10-00 A.M. to 12-30 P.M.

It was also agreed in principle the curtailment of School hours during the Ramzan period will be augmented by the teachers after the Ramzan is over. This order will take with immediate effect and issued with the concurrence of the Municipal Commissioner dated 05-07-2013.

The concerned Head teachers / Teacher-in-charge are requested to act accordingly.

Sd/-  
Chief Manager  
(Education)

Office Order No. 37 of 2013-14 Date : 11/07/13.

All Head Teacher/Assistant Head Teacher/Teacher in charge of all KMCP school are hereby instructed to prepare the following report positively within 5<sup>th</sup> of every month so that the verification can be done by the concerned Dy. Education Office & Inspector for ultimate submission to the head office for necessary action for our end.

- 1) Report regarding Mid-Day Meal Programme inclusive of all
- 2) Contingency expenditure
- 3) MDCF
- 4) Expenditure related to AYYAS
- 5) Expenditure related to Sweeper

For the Morning School report should be submitted between 12 noon to 2pm and for Day Section report should be submitted between 3.30pm to 5pm.

The office order is issued with the concurrence of Hon'ble MMIC(Education) and take with immediate effect.

Sd/-  
Chief Manager  
(Education)

Office Order No. 38 of 2013-14 Date : 18/07/13.

Sub : Mid-Day-Meal programme of KMCP Schools.

All the Head Teachers, Assistant Head Teachers, Teachers, NGO, CLPOA, CDS, NHC, NHG, SDC and all other related persons involved in the preparation / distribution of Mid-Day-Meal are hereby requested to take extra-ordinary precaution in preparation as well as distribution of the said meal to the students of the KMCP Schools in order to avoid any unforeseen mishap in this matter. Any laxity will not be tolerated if any untoward incident happens, the responsibility will be fixed up and drastic action will be taken accordingly.

A constant monitoring from your end and from our end also will take place in order to avoid any unforeseen incident.

The Office Order is issued with the concurrence of Hon'ble Member, Mayor-in-council (Education) dated 17-07-2013 and take immediate effect.

Sd/-  
Chief Manager  
(Education)

Office Order No. 40 of 2013-14 Date : 23/07/13.

Re : Partial modification of the Office Order No. 36 of 2013-14 dated 06-07-2013 of Chief Manager (Education).

In partial modification of the earlier Office Order No. 36 of 2013-14 dated 06-07-2013 it is notified to all concerned that the time schedule as has been stated in the said Office Order will be applicable only for Urdu medium KMCP Schools. All KMCP Schools other than Urdu medium school will strictly follow the existing time & holiday.

All are requested to act accordingly.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Office Order No. 42 of 2013-14 Date : 25/07/13.

Sub : 6 days Teachers' training programme on curriculum & approach based on newly developed Text Books for the teachers of KMCP Schools for classes I, III & V.

It is notified to the concerned Teachers including Head Teachers and Assistant Head Teachers of the KMCP Schools (list enclosed) that a Teachers' Training programme for 6 days duration on curriculum & approach based on newly developed Text Books for classes I, III & V has been arranged as per the guidelines of SSM, Kolkata at the Library Basement Hall of Institute of Urban Management (IUM), 36C, Ballygunge Circular Road in 3 phases. The schedule of Training programme are as follows :

Phase	Date	Time
1 <sup>st</sup> Phase	29 <sup>th</sup> July, 2013 to 3 <sup>rd</sup> August, 2013.	10:30 a.m. to 05-00 p.m.
2 <sup>nd</sup> Phase	5 <sup>th</sup> August, 2013 to 8 <sup>th</sup> August, 2013, 12 <sup>th</sup> & 13 <sup>th</sup> August, 2013.	
3 <sup>rd</sup> Phase	16 <sup>th</sup> , 17 <sup>th</sup> , 19 <sup>th</sup> & 21 <sup>st</sup> August, 2013 to 23 <sup>rd</sup> August, 2013.	

The concerned Teachers are also hereby informed that the orientation programme will be held on the concept of new approach and class room transaction through revised curriculum, syllabus, text books and CCE in the tune of NCF, 2005 & RTE Act, 2009.

All concerned Teachers are hereby requested to attend the said Training programme as per the schedule enclosed herewith. Teachers who are being selected for participating in the programme must carry the following materials along with other materials required for participating in the said programme :

- Text Books of Class – I, III & V (all subjects).
- Book on RTE Act, 2009 (provided by the Education Department earlier).
- Book on CCE (provided by the Education Department earlier).

Lunch and T.A. will be provided to the participants for the said Training programme. This is issued as per the approval of Hon'ble MMIC (Education) and Municipal Commissioner dated 24-07-2013.

Sd/-  
Chief Manager  
(Education)

Office Order No. 43 of 2013-14 Date : 01/08/13.

Re : To give option about the facility to be availed regarding timing & Holiday of the Bengali & Hindi medium schools where students of minority community are comprising 60% or more.

In all Bengali & Hindi medium KMCP schools where students of Minority Community comprising 60% or more there teachers are requested to give option in writing whether they will avail the facility of Timing & Holiday as is followed in Urdu medium KMCP schools at present. Those teachers who will not give any option they would not be allowed to take any facility as above during Durga Puja.

This is issued with the concurrence of Hon'ble MMIC (Education), Municipal Commissioner, Joint Municipal Commissioner.

Sd/-  
Chief Manager  
(Education)

Office Order No. 45 of 2013-14 Date : 02/08/13.

Sub : Purchase of only packaged cooking oil certified by AGMARK.

As per office order vide Memo No. 418(60) – SSE / 13 dated : 19/07/2013 from the Secretary to Govt. of West Bengal, School Education Department, all are instructed to use only packaged cooking oil certified by AGMARK for MDM purpose. No loose oil should be purchased under any circumstances.

A compliance report may kindly be given.

Sd/-  
Chief Manager  
(Education)

Office Order No. 46 of 2013-14 Date : 02/08/13.

Sub : Cost involved against requirement of LPG cylinder for MDM Scheme after withdrawal of subsidy on LPG.

As per office order vide Memo No. 02(23) – ES / O / PLNG / 11M – 4 / 2010 – ( PT – II ) dated : 02/01/2013, the Ministry of Petroleum & Natural Gas ( MPNG) has not accepted to the proposal of Ministry of Human Resource Development ( MHRD ) for providing LPG cylinders at subsidized rate for MDM Scheme and instead suggested that the increase in LPG cost could be compensated through budgetary support of MDM Scheme. Ministry of Finance, Govt. of West Bengal has concurred in principle that additional cost would be compensated through budgetary support provision.

Sd/-  
Chief Manager  
(Education)

Office Order No. 51 of 2013-14 Date : 23/08/13.

Re : Display of physical location and demographic details of school building.

It is hereby requested that in order to prevent any future unforeseen contingency a detail profile of the school may please be depicted in the front portion of the office building, so that the authority of disaster management cell can take necessary action to mitigate this unforeseen happenings.

The details may be inserted in the depiction list are as follows :

- 1) name / address of the school,
- 2) Telephone no. if any,
- 3) Name of the Head Teachers / Asstt. Head Teachers / TIC,
- 4) Residential address of the above teachers,
- 5) Emergency services,
  - a) local police station,
  - b) nearest fire service station,
  - c) nearest civil defence office,
  - d) nearest hospital / nursing home,
  - e) details of teaching staff & non teaching staff,

The above details are required to be displayed in order to appraise the guardian of the student to help the school authority in case of emergency.

Sd/-  
Chief Manager  
(Education)

Office Order No. 56 of 2013-14 Date : 05/09/13.

Sub : Proper management of Mid Day Meal Scheme.

Ref : Memo No. 503(22) – ES(CMDMP)/GENL – 29/2011 dated : 30/08/2013.

Kindly find enclosed the order of the Secretary, School Education Department, Govt. of West Bengal regarding proper running of MDM in the schools.

You are requested to take necessary action accordingly.

Sd/-  
Chief Manager  
(Education)

Government of West Bengal  
Office of the Project Director  
Cooked Mid Day Meal Project  
School Education Department  
ACHARYA PRAFULLA CHANDRA BAVAN  
Plot 7/1, Block- DK, Salt Lake, Sector – II, Karunamoyee, Kolkata – 91  
Phone Nos. 033-23596761, 23344052 (Fax)  
Email: [director.cmdmp@gmail.com](mailto:director.cmdmp@gmail.com)

Memo No : 503 (22)-ES(CMDMP)/GENL-29/2011

Date : 30.08.2013

From : Arnab Roy,  
Secretary to the Govt. of West Bengal,  
School Education Department

- To : 1- 17) The District Magistrate, \_\_\_\_\_ (All)  
18) Jt. Commissioner, Kolkata Municipal Corporation  
5, SN Banerjee Road, Kolkata – 700 013  
19) Labour Commissioner, West Bengal,  
New Secretariat Building (11<sup>th</sup> floor), Kolkata – 700 001  
20) The Sub-Divisional Officer, Siliguri Sub-Division.  
21) Executive Director, Education Department,  
Gorkhaland Territorial Administration (GTA),  
Louis Jubilee Complex, P.O & Dist: Darjeeling, Pin- 734101.  
22) Chairman, Kolkata Primary School Council,  
27-A, Bosepukur Road, Kolkata – 700 042.

Sub : Proper management of Mid-Day Meal scheme.

Sir/Madam,

The following has to be strictly followed for proper management of Mid-Day-Meal Scheme (MDMS)

- 1) Functioning of Steering-cum-Monitoring Committee** – Formation of Steering-cum-Monitoring Committee on MDMS at different levels from district to block has been clearly articulated in the Order no. 111/CS/2011 dated 09.06.2011 of the Chief Secretary to the Government of West Bengal. Care must, therefore, be taken at your end to ensure that the meetings at all levels are held regularly and the problems / shortcomings detected are discussed and sorted out. The Village Education Committee (VEC) and the School Management Committee should be activated so as to ensure that regular meetings of these committees are held. The members of these committees should be advised to observe the functioning of the MDMS in school.



- 2) **Tasting of cooked meal** – The system of daily tasting the cooked food under MDMS is already in force in our State. AGO No. 417(65)-SSE/13 dated 17.07.2013 has recently been issued reiterating the same. It is advised that you may ensure that Cooked Mid-Day Meal must be tasted at least by one teacher and one cook prior to service of the same to the students in schools and register must be maintained in each school keeping the record of daily tasting and mentioning therein the name of the tasters. All Inspectors should taste the food. Guardians and VEC members should also taste the food from time to time.
- 3) **Safe storage of rice and other cooking ingredients** – Rice and other cooking ingredients, namely oil, iodized salt, turmeric and other condiments must be kept in safe place and preserved properly in schools. The matter of their safekeeping has been elaborately explained in a booklet containing Guidelines on Health & Hygiene, Safety & Quality for MDMS. Another Order No. 232(23)-ES(CMDMP)/GENI 29/11 dated 22.05.2012 has been issued reiterating the same. This point must be checked and verified during visit of Officers. The fund for construction of kitchen shed lying with the Nodal Officers must be utilized in full so that problem of cooking in kitchen is solved.
- 4) **Capacity building** – Training on safe cooking has already been imparted to District resource persons by Expert authorities of Taratala Institute of Hotel Management in Kolkata Training by resource persons to cook cum helpers is reported to have not been completed in some blocks. Training must be arranged in those blocks immediately by the Nodal Officers concerned.
- 5) **Cooking of MDM** – Cooking cost has been increased with effect from 01.07.2013. An Order No. 171(24)-ES(CMDMP)/GENL-11/2011 dated 02.04.2013 has been issued specifying that cooking cost per child per day would be Rs. 3.51/- for Primary, Rs. 5,00/- for Upper Primary and Rs.5,00/- for NCLP. A GO No. 418(60)-ES/CMDMP/CMNL-26/13 dated 19.07.2013 for use of packaged cooking oil of AGMARK under MDMS has also been issued which should be followed.
- 6) **Awareness about MDMS** – To make people, students and guardians aware about the entitlements of students to Mid-Day-Meal is an important and urgent task. Daily menu should be properly displayed. Necessary Order for painting “logo” of MDMS at the entrance of schools and for display of some important points namely, name of local BDO, his contact no., name of police station and local health center etc. at a conspicuous place in school has already been circulated to all concerned. The Nodal Officers will arrange verification on this aspect of the scheme.
- 7) **Emergency Plan for Accidents etc.** – The MDM Guidelines envisage that all necessary steps should be taken to avoid any untoward incident in the schools. If any such accident occurs, it should be the responsibility of the Head of the Schools to inform the District Magistrate, District Inspector of Schools (Primary & Secondary), Chief Medical Officer of Health and the BDO concerned without any delay. The District Authorities should ensure that best possible medical attention is given to the children as quickly as possible. Necessary telephone numbers of contact persons should be available in schools and evaluation plan to nearest medical centre should be made for each school.

District authorities / Nodal Officers may take immediate and necessary action on the above issues to enhance the effectiveness of the Mid-Day-Meal Scheme.

Yours faithfully,

Sd/-  
(Arnab Roy)  
Secretary to the  
Govt. of West Bengal

Office Order No. 57 of 2013-14 Date : 06/09/13.

Sub : Change in Issuing Authority of Caste Certificate to SC/ST/OBC people in respect of Kolkata Municipal Corporation area.

You are requested to depict the followings information in a bold capital letter in the notice board of the school premises for providing necessary guidance to all the stake holders in regards to above matter.

In accordance with the provisions of Section (5) of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Act, 1994, and subsequent notification of the BCW Department, Govt. of West Bengal thereof, the authority for issue of certificate of identification “ In Calcutta, by the District Manager, South 24 Parganas or by such Additional District Magistrate, South 24 Parganas, as may be authorized by the District Magistrate, South 24 Parganas , in this behalf.”

Now, in pursuance of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) (Amendment) Act, 2012, and subsequent notification no. 2420-BCW/MR-61/2012( Pt) dt. 12/07/2013 of the BCW Department, Govt. of West Bengal, DWO, Kolkata & Ex – Officio Joint Director, BCW, has been authorized to issue certificate of identification of Caste (SC/ST/OBC ) in respect of Kolkata Municipal Corporation area as defined per Clause (9) of Section (2) of Kolkata Municipal Corporation Act 1980 including the added areas of Kolkata Municipal Corporation.

Sd/-  
Chief Manager  
(Education)

Office Order No. 58 of 2013-14 Date : 07/09/13.

Sub : 6 days Teachers’ training programme on curriculum & approach based on newly developed Text Books for the teachers of KMCP Schools (Hindi medium) for classes I, III & V.

It is notified to the concerned Teachers including Head Teachers and Assistant Head Teachers of the KMCP Schools (list enclosed) that a Teachers’ Training programme for 6 days duration on curriculum & approach based on newly developed Text Books for classes I, III & V has been arranged as per the guidelines of SSM, Kolkata at the Community Hall of Institute of Urban Management (IUM), 36C, Ballygunge Circular Road in 3 phases. The schedule of Training programme are as follows :

Phase	Date	Time
1 <sup>st</sup> Phase	9 <sup>th</sup> September, 2013 to 14 <sup>th</sup> September, 2013	10:30 a.m. to 05-00 p.m.
2 <sup>nd</sup> Phase	23 <sup>rd</sup> September, 2013 to 28 <sup>th</sup> September, 2013	

The concerned Teachers are also hereby informed that the orientation programme will be held on the concept of new approach and class room transaction through revised curriculum, syllabus, text books and CCE in the tune of NCF, 2005 & RTE Act, 2009.

All concerned Teachers are hereby requested to attend the said Training programme as per the schedule enclosed herewith. Teachers who are being selected for participating in the programme must carry the following materials along with other materials required for participating the said programme :

- Text Books of Class – I, III & V (all subjects).
- Book on RTE Act, 2009 (provided by the Education Department earlier).
- Book on CCE (provided by the Education Department earlier).

Lunch and T.A. will be provided to the participants for the said Training programme. This is issued as per the approval of Hon’ble MMIC (Education) and Municipal Commissioner dated .....

(List of KMCP schools has been omitted).

Sd/-  
Education Officer  
Education Department

Office Order No. 61 of 2013-14 Date : 17/09/13.

Sub : Allotment Order of Rice for the month of September, 2013.

A quantity of 1000 qntls. Rice was allotted by the School Education Department vide Memo no. 62/MDM/KPSC/13 dated 12/07/2013 for 2<sup>nd</sup> qtr. ( from 01/07/2013 to 30/10/2013 ) of 2013 - 14. 992.33 qtls rice lifted from F.C.I. godown on 28/08/2013 & 29/08/2013 for Mid – Day – Meal programme to KMCP Schools, SSKs and CLPOA for 2<sup>nd</sup> qtr of 2013 – 14.

An amount of rice for September, 2013 as per the enclosed list is hereby allotted to Community Kitchen – I, II & III for Mid – Day- Meal programme of KMCP Schools & SSKs for the month of September, 2013.

Inspector of School and A.O.(MDM) will remain present at the time of rice distribution.

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.

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 under Cooked Mid – Day – Meal scheme and stock of rice should not be allowed to be rotten/ become unfit for human consumption at any cost.

The quantity may be distributed only those Rice Distribution Centres where there is no stock / insufficient stock of food grains.

Sd/-  
Chief Manager  
(Education)

Office Order No. 64 of 2013-14 Date : 03/10/13.

Sub : Distribution of remaining school uniform for the students of the KMCP Schools.

All the Head Teacher / Asstt. Head Teacher / Teacher – in – charge of KMCP Schools are hereby informed that the remaining uniform for the students of KMCP Schools for this Academic Session will be distributed from 4 ( four ) centres on 7<sup>th</sup> October, 2013 & 8<sup>th</sup> October, 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 remaining student uniform, if any for this Academic Session from the nearest distribution centres as per the requisition submitted earlier to the respective Dy. Education officers/ Inspectors.

The four centres are as follows :

Sl. No.	Name of the Centre	Dy. Education officer/ Inspector (Incharge)	Date
1	27/1, Sashi Bhusan Dey Street,		07/10/13 – 08/10/13
2	13/1, Nepal Bhattacharya Street,		07/10/13 – 08/10/13
3	17/1, Mansatala Lane,		07/10/13
4	Lenin Memorial KMCP School		07/10/13 – 08/10/13

Sd/-  
Chief Manager  
(Education)

Sub : Role of teaching and non teaching staff in performance of Mid – Day – Meal Scheme.

Ref No. 572 – ES/CMDMP/Genl – 11/2012(part – III) dated: 23/09/2013 of Project Director, CMDMP.

Enclosed please find herewith the letter of the Secretary to the Govt. of West Bengal regarding role of teaching and non teaching staff in performance of MDM Scheme for your information and taking necessary action. This is also for your information that a Joint Review Mission led by Dr. Rita Raghuwanshi, Dean, College of Home Science, Govind Vallabh Pant Agriculture University, Pantnagar, U.S.Nagar, Uttarakhand will be visiting this State from 19<sup>th</sup> November to 28<sup>th</sup> November, 2013 to review and oversee the ongoing functioning of Mid – Day – Meal Scheme in schools.

You are requested to keep all the records properly and maintain the Mid Day Meal programme as per the norms and guideline issued from our end time to time.

This is extremely urgent.

Sd/-  
Chief Manager  
(Education)

Government of West Bengal  
Office of the Project Director  
Cooked Mid Day Meal Project  
School Education Department  
ACHARYA PROFULLO CHANDRA BHAVAN  
Plot 7/1, Block - DK, Salt Lake, Sector – II, Karunamayee, Kolkata – 91  
Phone No. 033-23596761, Fax No. 23344052  
E-Mail : [director.cmdmp@gmail.com](mailto:director.cmdmp@gmail.com)

Memo No. : 504(38)/ES/CMDMP/Genl-11/2012/Part-III

Date : 30.08.2013

From : Arnab Roy  
Secretary to the Govt. of West Bengal,  
School Education Department

To : 1- 38) The District Inspector of Schools, Secondary & Primary \_\_\_\_\_ (All).

Sub : Role of teaching and nonteaching staff in performance of Mid-Day-Meal Scheme (MDMS) in schools.

Sir/Madam,

Involvement of teaching and non teaching staff in performance of Mid-Day-Meal Scheme (MDMS) in school has been clearly articulated in the Order No. 111-CS/2011, dt. 09.06.2011 of the Chief Secretary to the Govt. of West Bengal and this department's Order No. 958(40)/SE(Plng)/0/MDM-31/2010, dt.20.12.2010.

The following is reiterated for information, guidance of and compliance by all teaching and non teaching staff of the schools.

- The Headmaster / Headmistress / Teacher-in-Charge will oversee the Mid- Day Meal scheme (MDMS) so as to ensure its proper and uninterrupted functioning in the schools.
- He / She may entrust day to day running of MDMS to one or two teachers according to the convenience of teaching and administrative position of the school.
- Responsibility to run and man the scheme may be devolved to the teachers on rotational basis.

- d) He / She will encourage community participation in the scheme for enrichment of its quality and standard and to ensure this month meeting will guardians / parents / VEC may be arranged positively in the first week of each month in schools.
- e) Cooked food must be tasted by one teacher and one cook prior to service of the same to the students in schools.
- f) He / She may ask other teachers and non-teaching staff to help the students wash their hands, take meal and thereafter wash their hands and dishes in a disciplined way so that entire process is completed within reasonable time. There should be no pushing and jostling in any line which may cause accident.
- g) Maintenance of cleanliness in the kitchen and outside within the schools must be taken care of in the interest of boosting of hygienic condition.
- h) Monitoring of cooking and service of MDM by the Head of the schools is insisted upon, as it will have salutary effect on the scheme.
- i) Annual & Monthly Data necessary of MIS web portal i.e. [www.trgmdm.nic.in](http://www.trgmdm.nic.in) and other required information must be sent to the concerned Block office by the Head of the school.
- j) The cash book, stock register, daily expenditure register and a separate register for keeping accounts of additional fund for LPG gas cylinders must be maintained in each and every school.
- k) Correct MDM band account number including the phone number of the Headmaster/ Headmistress / teacher-in-Charge and Assistant Headmaster / Assistant Headmistress/ any teacher who is looking after MDM Scheme must be sent to the concerned Block office.

Above instructions must be adhered to by all teaching and non teaching staff of schools. The head of the school will ensure that above instructions are carried out in letter and spirit. Willful attempt to flout the above norms must be discouraged by taking appropriate action against the defaulter as per existing orders provided under School Education Dept., Govt. of West Bengal.

It is, therefore, requested that this order is circulated to each school under your control and you will see that the above instructions are being followed properly by your personal visit and visits of subordinate officers to the schools.

Yours faithfully,

Sd/-  
(Arnab Roy)  
Secretary to the  
Govt. of West Bengal  
School Education Department

Office Order No. 71 of 2013-14 Date : 05/12/13.

Sub : Implementation regarding Kanayashree Prkalpa.

It is hereby informed to all concerned that the K1 & K2 Form of Kanayashree Prkalpa is distributed to the all Govt./Govt. Aided/Govt. sponsored schools from District Inspector of School (Secondary), Kolkata . Those who have not received the form yet (K1 & K2) the Head of the Institutions are requested to collect the form from the end of DI, Secondary, Kolkata, 27A, Bosepukur Road, Shiksha Bhaban, Kasba , Kolkata – 42 on 6<sup>th</sup> December, 2013 & 9<sup>th</sup> December, 2013 positively. (DI, Secondary, Soma Mukherjee – 9831539258).

The one time grant form (K2) is distributed from the office of the Directorate of the Social Welfare , West Bengal, Juvenile Court Building, Sector – 1, near Sech Bhawan, Kolkata – 700064 on any working day. (OSD – Sri Anindya Chowdhury, Jt. Secretary, Social Welfare, Sharmistha Das).

A unit of Kanayashree office at KMC, Head Quarter has also been set up at the Conference Hall , 3<sup>rd</sup> floor, Planning & Development Building, S.S Hogg Market, Kol – 87 and one time grant

form (K2) is also distributed from the said KMC office during the period from 12 noon to 3 p.m. In case of any queries they may contact the Education officer, KMC.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

Office Order No. 73 of 2013-14 Date : 01/02/14.

Sub : Request for maintenance of safety as well as hygienic condition while serving hot cooked meals to the students.

It is hereby informed to all concerned who are engaged in preparation of hot cooked Mid Day Meal to maintain maximum vigil at the time of preparation of Mid Day Meal as has been stated above. This office order is issued vide the guidance as received from the Secretary School Education Department, Govt. of West Bengal dated: 20/01/2014. The Xerox copy of the order is also attached herewith for doing the needful.

Inspectors & others are also directed to inspect the functioning of the Mid Day Meal & report to undersigned above the safety measures taken as directed.

Sd/-  
Chief Manager  
(Education)

Government of West Bengal  
School Education Department  
Mid Day Meal Section  
ACHARYA PROFULLO CHANDRA BHAVAN  
Plot 7/1, Block - DK, Salt Lake, Sector – II, Karunamayee, Kolkata – 91  
Phone No. 033-23596761, Fax No. 23344052  
E-Mail : [director.cmdmp@gmail.com](mailto:director.cmdmp@gmail.com)

Memo No. : 39/(22)ES(CMDMP)/Genl-43/2013

Date : 20.01.2014

From : Arnab Roy  
Secretary to the Govt. of West Bengal,  
School Education Department

To : 1) Principal Secretary, GTA-Darjeeling Gorkha Hill Council, P.O & Dist. Darjeeling.  
2) The Commissioner, KMC, 5, SN Banerjee Road, Kolkata – 13  
3) 19) District Magistrate ..... (All)  
20) Sub-divisional Officer, Siligurin, District- Darjeeling.  
22) The Chairman, Kolkata Primary School Council, 27A, Bose Pukur Road, Kasba,  
Kolkata – 42

Sub : Request for maintenance of safety as well as hygiene while serving hot cooked meals to the students.

Sir/Madam,

In view of some incidents in the country mishaps occurring during serving of Mid-day Meals, all concerned are requested to keep themselves vigilant while serving hot cooked meals to the students with a view to avoid such mishaps.

For this purpose following guidelines may be followed :

1. Before serving the hot meals to the students, vessels containing the hot meals should be kept in a higher platform viz. table, bench etc.
2. It is better to make the students sit and serve the meals to them instead of queuing to take their food. However if unavoidable the queues should be orderly and teachers should be present to ensure there is no pushing and shoving which can lead to accident.
3. For avoiding rush, meals may also be distributed from three or four distribution centers.
4. Adequate taps should be arranged for washing hands and plates.
5. While distributing meals, besides teachers and members of SHGs, cooperation from the parents and other members of the community may be sought for.

Yours faithfully,

Sd/-  
(Arnab Roy)  
Secretary to the  
Govt. of West Bengal

Office Order No. 77 of 2013-14 Date : 20/02/14.

Sub : Allotment Order of Rice for the month of February, 2014.

A quantity of 800 qncls. Rice was allotted by the School Education Department vide Memo no. 101/MDM/KPSC/13 dated 15/01/2014 for 4<sup>th</sup> qtr. (from 01/01/2014 to 31/03/2014) of 2013-14.

An amount of rice for February, 2014 which list are enclosed herewith is hereby allotted to Community Kitchen – I, II & III for Mid - Day - Meal programme of KMCP Schools & SSKs for the month of February, 2014.

Inspector of School and A.O. ( MDM ) will remain present at the time of rice distribution.

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.

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 under Cooked Mid – Day – Meal schemes and stock of rice should not be allowed to be rotten/ become unfit for human consumption at any cost.

The quantity may be distributed only those Rice Distribution Centres where there is no stock / insufficient stock of food grains.

Sd/-  
Chief Manager  
(Education)

Office Order No. 78 of 2013-14 Date : 21/02/14.

Sub : Observation of National Science Day at Birla Industrial & Technological Museum.

Ref : BM – 63(9)/Pub/2013 Date : 07/02/2014 of The Director, BITM.

You are aware that Sir C.V.Raman announced to the world his famous discovery “Raman Effect” on 28<sup>th</sup> February, 1928 and was subsequently awarded the Nobel Prize for it. To commemorate

Prof. Raman's achievement, Govt. of India declared 28<sup>th</sup> February as National Science Day and the nation is celebrating this auspicious day since 1987.

To mark this important event, Birla Industrial & Technological Museum, under National Council of Science Museums, Ministry of Culture, Govt. of India has also made elaborate arrangements to celebrate National Science Day, especially for school students, on Friday, 28<sup>th</sup> February, 2014, from 8:00 am onwards. Smt. Mitali Banerjee, Hon'ble MMIC (Education) will inaugurate the programme.

The events to be organized are as follows :

- i) **Science March** from Park Circus Maidan to BITM. Time – 8:00 am to 10:00 am.
- ii) **Painting Competition** on the topic – 'Water for Everyone' for classes III to VI and on 'Our Farmer' for classes VII to X. Time – 10:30 am to 11:30 am.
- iii) **Popular Lecture** on 'Developing a Spirit of Innovativeness : The Bosean way' by Dr. Amit Ganguly, Advisor, Quality Control, Mukund Steels. Time – 11:45 am to 12:45 pm.
- iv) **Open House Quiz**. Time – 1:00 pm to 1:30 pm.
- v) **Science Film Show**. Time – 1:45 pm to 2:15 pm.
- vi) **Prize Distribution**. Time – 2:30 pm.

Students can enjoy the various galleries of BITM on Fascinating Physics, Metals, Motive Power, Transport, Life Science, Mathematics, Popular Science, Children's etc. which deals with basic principles of science etc. from 10:00 am onwards.

The tiffin and lunch will be provided by the BITM & KMC. BITM will provide bus for carrying the children for the following schools (1 to 7) and all have to reach Park Circus Maidan sharp at 7:30 a.m.

[List of Schools has been omitted].

Remaining schools (8 to 18) which are adjacent to Park Circus Maidan will join at Park Circus Maidan sharp at 7:30 am. Two teachers from each school will accompany the students. H.T. / A.H.T. / T.I.C. are requested to prepare the students for Painting Competition & topic has already been mentioned. Paper for Painting Competition will be provided by BITM and the other pencil, sharpner, eraser, colour materials will have to be taken by the schools. The teachers are requested to use the materials purchased for Vivek Chetana Utsav, 2014 for the learners. This is issued in concurrence of the Hon'ble MMIC (Education), KMC.

You are requested to act accordingly.

Sd/-  
Chief Manager  
(Education)

Office Order No. 79 of 2013-14 Date : 27/02/14.

Re : Formation of a committee for monitoring of MDM Programme of Community Kitchen – I, II & III.

As per the sanction of Hon'ble MMIC (Education) dated : 11/02/2014 and Jt. Municipal Commissioner (D&G) dated : 08/02/2014 a committee has been formed to look after & monitor the entire aspects of MDM Programme. So, that the MDM Programme can be implemented smoothly. The member of the committee would be as follows :

- 1) For Community kitchen – I – Inspector will represent from the Education Department.  
For Community kitchen – II – Dy. Education officer will represent from the Education Department.  
For Community kitchen – III – Inspector will represent from the Education Department.
- 2) Concerned Ward Councillor / any of the representative may be member of the committee for Community kitchen – I, ward no. 58, Borough – VII will act as a member.



Concerned Ward Councillor / any of the representative may be member of the committee for Community kitchen – II, ward no. 7, Borough – I will act as a member.

Concerned Ward Councillor / any of the representative may be member of the committee for Community kitchen – III, ward no. 133, Borough – XV will act as a member.

- 3) Under Community kitchen – I, II & III from where the MDM are supplied to various KMCP Schools the teacher belong that schools and the parents of various schools may designate any person as a member of the committee.
- 4) The owner of the Community kitchen – I, II & III, they will nominate one of their representative as a member of the said Community kitchen. Administrative officer (MDM) will interact with the members regularly for ensuring smooth implementation of the MDM Programme and will report directly to the Education officer / Chief Manager (Education) on a weekly basis. So that the monitoring of the entire aspect of MDM Programme can be effectively done.

Sd/-  
Chief Manager  
(Education)

Office Order No. 80 of 2013-14 Date : 05/03/14.

It is hereby informed to the concerned Teachers that who are asked to engage in election duty, Teachers should inform whether the function of the school will hamper if this engagement in election duty are allowed.

An early information may have to be given to the undersigned or Education Officer in order to reorient the probable engagement of election duty.

Sd/-  
Chief Manager  
(Education)

Office Order No. 81 of 2013-14 Date : 08/03/14.

Sub : Distribution of notification regarding ICDS.

All concerned are hereby informed that the Hon'ble Minister – in – charge , Child Development & Woman Development & Social Welfare Department , Govt. of West Bengal sent a notification to Municipal Commissioner regarding “Ward Level Monitoring & Review Committee, ICDS”, accordingly Jt. Municipal Commissioner (D & G) directed to distribute the notification as stated to the concerned personnel.

As such the Xerox copy of the notification dated: 10/01/2014 is being sent for taking necessary action as desired in the notification. All the concerned teachers are requested to act accordingly as per notification.

Sd/-  
Chief Manager  
(Education)

Government of West Bengal  
Child Development and Women Dev. & Social Welfare Department  
Writers' Buildings, Kolkata – 700 001

No. : 118-SW  
SW/O/3S-88/2010

Date : 10.01.2014

NOTIFICATION

In the context of universalisation of ICDS with focus on improved quality in delivery of services a 4 tier monitoring committee from Anganwadi level to State level was formed vide this

Department's Notification No. 792-SW/3S-88/10 dt. 22.02.2012. Again, Municipal Corporation Level Monitoring & Review Committee was formed vide this Department's Notification no. 3194-SW/3S-88/10 dt.27.09.2013. The governor has now further been pleased to constitute Ward Level monitoring & Review Committee for Kolkata named "Ward Level Monitoring & Review Committee (WLMRC) on ICDS".

**The "Ward Level Monitoring & Review Committee (WLMRC) on ICDS" will have the following composition :**

- |  |                   |
|--|-------------------|
| 1. Councillor of the Ward  | - Chairperson     |
| 2. Primary School Teacher(s)   | - Member          |
| 3. Medical Officer of Ward Health Unit   | - Member          |
| 4. Representative of NGO(s) working locally  | - Member          |
| 5. Parents representative (2)  | - Member          |
| 6. Retired Govt. Servant / Local Person of Reputation with education or Social Welfare or Health | - Member          |
| 7. Supervisor(s) of the project  | - Member convenor |

By Order of the Governor

Sd/-  
(N. G. Hira)  
Joint Secretary (ICDS)

Office Order No. 82 of 2013-14 Date : 12/03/14.

Sub : Norms for engagement of MDM Cook – cum – helpers - Clarification.

Ref : Memo no. 143-SE(CMDMP)MISC- 02/2010- PT- I Dated : 28/02/2014 of PD, CMDMP.

Kindly find enclosed the guideline for engagement of Cook – cum – helpers under Mid Day Meal Programme for your perusal and taking necessary action.

Enclosure : as stated

Sd/-  
Chief Manager  
(Education)

Government of West Bengal  
Office of the Project Director  
Cooked Mid-Day Meal Project  
School Education Department  
ACHARYA PRAFULLA CHANDRA BHAVAN  
Plot 7/1, Block - DK, Salt Lake, Sector – II, Karunamoyee, Kolkata – 91  
Phone Nos. : 033-23596761, 23344052 (Fax)  
Email : [director.cmdmp@gmail.com](mailto:director.cmdmp@gmail.com)

Memo No. 143-SE(CMDMP)MISC-02/2010-PT-I

Date : 28.02.2014

From : Shri N.N. Barman  
Project Director, CMDMP  
School Education Department

To : 1) Commissioner, Kolkata Municipal Corporation,  
5, SN Banerjee Road, Kolkata – 700 013

- 2) 18) District Magistrate..... (All)
- 19) Labour Commissioner, WB, New Secretariat Building (11<sup>th</sup> floor),  
Kolkata – 700 001
- 20) Executive Director, Education Department, Gorkhaland Territorial Administration  
(GTA), Louis Jubilee Complex, P.O & dist: Darjeeling, Pin – 734101
- 21) Sub-Divisional Officer, Siliguri, P.O- Siliguri, District – Darjeeling
- 22) The Chairman, Kolkata Primary School Council,  
27-A, Bosepukur Road, Kasba, Kolkata – 700 042

Sub : Norms for engagement of MDM Cook-cum-helpers-Clarification.

Sir/Madam,

Cook-cum-helpers are engaged to cook meals in eligible primary and upper primary schools and serve the hot cooked meals to the students at noon. They are engaged on the basis of number of students enrolled in schools.

Necessary instruction has already been issued to all Nodal Officers. But the said instruction is reported to have become not clear. Hence, the said order is reiterated with clarification that :

1. The school having students between 1-25 is entitled to engage 1 (one) Cook-cum-helper.
2. The school having students numbering between 26-100 is entitled to engage 2 (two) Cook-cum-helpers, provided that the school having below 40 may not get 2 (two) Cook-cum-helpers. In other wards for first 100 students a school can engage maximum 2 (two) Cook-cum-helpers.
3. The school may engage 1 (one) extra Cook-cum-helper for any additional no. of students between 41 –100. It means that the school having students numbering between 141-200 is entitled to engage 3 (three) Cook-cum-helpers.
4. Procedure for engagement of extra Cook-cum-helper will go on for every additional no. of students between 41 and 100.

Again clarified in a table form :

No. of students in a school	Cook-cum-helpers allowed	Remarks
1-25 students	One Cook-cum-helper	
26-100 students (provided it exceeds 40 no. of students)	Another Cook-cum-helper	Altogether two for first 100 students
141-200 students	Another Cook-cum-helper	i.e. 2 + 1 = 3
For every additional part (exceeding 40) or 100 students	Another Cook-cum-helper	i.e. 3+1 = 4 For all subsequent cases same norms would be followed

Yours faithfully,

Sd/-  
Project Director  
CMDMP

Office Order No. 83 of 2013-14 Date : 18/03/14.

Sub : Distribution of Answer Sheet for the ensuing Term Evaluation for the year 2014.

All the Head Teachers / Asstt. Head Teachers / Teachers are hereby informed that the Term Evaluation of all the learners of KMCP Schools for the year 2014 will be done as per the guideline of CCE. The schedule of the Evaluation – 2014 will be intimated later on.

All are requested to kindly collect the Answer Sheet from the respective Dy. Education officers/ Inspectors of Education department, KMC on and from 24<sup>th</sup> March, 2014 to 25<sup>th</sup> March, 2014.  
All are requested to act accordingly.

Sd/-  
Education Officer  
Education Department

Office Order No. 84 of 2013-14 Date : 31/03/14.

All Head Teachers / Asstt. Head Teachers / Teacher-in-charge are requested to maintain their Cash Book as well as Pass Book, Bank Statements as per Accounting norms and show all their relevant papers, Registers, Documents as needed by the Internal Audit Team in their visit to the concerned Schools for verification and audit.

Sd/-  
Chief Manager  
(Education)

**FINANCE & ACCOUNTS DEPARTMENT**

CMFA'S Circular No. 1 of 2013-14 Date : 05.04.2013

All concerned are requested to note the Corrigendum of Rates Taxes, Fees and Charges to be levied by Market Department of KMC in the financial year 2013-2014.

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

Page	Subject	Item	Description	Printed	To be read as
65	K) Penalty/Fine	1. (a)	For effecting any change or additional business without prior approval	Rs.5000/- for Mkt. SI. No 19 to 25	Rs.5000/- for Mkt. SI. No 19 to 40

This circular is issued with the approval of Municipal Commissioner dated 02.4.2013 and Hon'ble Mayor dated 04.4.2013.

Sd/-  
CMF&A

CMFA'S Circular No. 02 of 2013-14 Date : 30.04.2013

All concerned are requested to note the Corrigendum of Rates Taxes, Fees and Charges to be levied by Health Department of KMC in the financial year 2013-2014.

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

Page	Subject	Item	Description	Printed	To be read as
33	III. Slaughter House	5	Permit for purchase of hoofs and horns.	Rs.200/- per year	Rs.200/- per month

This circular is issued with the approval of Municipal Commissioner dated 20.04.2013 and Hon'ble Mayor dated 22.04.2013.

Sd/-  
CMF&A

Sub : Revision of rates of Professional Tax.

Pursuant to Finance (Revenue) Department Memorandum No. 454-F.T dt. 12.04.2013, it is hereby communicated to all concerned that The West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 has been amended through the West Bengal Finance Act 2013. The serial no.1 of the schedule as appended to the Profession Tax Act, as amended, relating to the rates of tax payable by salaried persons and wage earners only, w.e.f. 01.04.2013 is given below:

**THE SCHEDULE**

Schedule of rates of tax on professions, trades, callings and employments.

<b>Sl. No.</b>	<b>Class of Persons</b>	<b>Rate of Tax</b>
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/-	NIL
	iv) Rs. 6,001/- or more, but less than Rs. 7,001/-	NIL
	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

Necessary steps may kindly be taken to deduct Professional Tax accordingly.

This circular is issued with the approval of Municipal Commissioner.

Sd/-  
CMF&A

Of late, it has come to the notice of the KMC authority that some Bank Drafts deposited by agencies could not be encashed as those drafts were not valid. It is a long standing practice that Public Utility Concerns pay their restoration charges in the form of Bank Draft/Pay Order and the Engineering Department, normally, issues permission on the basis of T.R. issued by the Treasury Department.

Considering the above facts it is hereby notified to all concerned that henceforth permission for work should not be issued without getting a report of confirmation of encashment of Demand Draft/Pay Order deposited by the agencies. Similar actions should also be taken by all other Controlling Officers for issuing NOC etc. in case payment is received by Bank Drafts/Pay Orders.

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

Sd/-  
CMF&A

CMFA'S Circular No. 05 of 2013-14 Date : 12.06.2013

In partial modification of CMF&A's Circular No. 02 of 2011-12 dated 12/07/11, the pay drawn admissible statement for settlement of terminal benefit of KMC employees retired or died on or after 01/04/2008 be drawn by functional department w.e.f. 01/04/08 instead of 01.04.06 subject to verification of IFUs.

The employees who retired or died before 01/04/08 in their cases, the functional departments' HOD concerned will certify whether there is any KMC claim from the employee concerned for the period prior to 01/04/08.

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

Refer to CMF&A's Cir. No.02 of 2011-12 in Pg. No.113 of Com.2011-12. Sd/-  
CMF&A

CMFA'S Circular No. 06 of 2013-14 Date : 28.06.2013

All concerned are hereby requested to ensure deduction/collection of tax at source as per prescribed rates in respect of payments/col lections from resident assesses during the financial year 2013-14 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 on the estimated income of the employees under the head "Salaries" are not being rigidly followed by different departments 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	Net income range for the whole year Upto	Income Tax rates	Surcharge	Education Cess
192-Salary	Monthly at the time of payment	Rs.2,00,000	Nil	Nil	Nil
		Rs.2,00,000 to Rs.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
192-Salary	Monthly at the time of payment	Upto Rs.2,50,000	Nil	Nil	Nil
		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 :**

- (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 & IX issues, accrued interest on NSC for five years/nine 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 2014-15. Deduction u/s 80CCC in respect of payment by an individual to certain pension funds of LIC or any other insurer will also be available for the assessment year 2014-15. However, the aggregate amount deductible u/s 80C, 80CCC & 80CCD together shall not in any case **exceed** one lakh rupees.
- (b) Deductions available under other Sections viz.80CCG, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80QQB, 80RRB, 80TTA, 80U and 24(b) will continue.
- Deductions available u/s 16(ii) for entertainment allowance and u/s 16(iii) for tax on employment will continue.
- Rebate of Income Tax - an individual assessee whose taxable income does not exceed Rs.5,00,000/- for the F/Y 2013-14 shall be entitled to a deduction of hundred percent of tax or Rs.2000/- whichever is less as per newly inserted section 87(A).

C. For payment (other than salary ) to any individual, HUF, AOP, BOI, Artificial juridical person or any Firm / Domestic Company for the F/Y- 2013-14.

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. 5,000/-	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. 2,00,000/-	@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 OF SURCHARGE & ADDL. 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 2013-14.
- b) In the case of non-domestic company surcharge will be @ 2% of Income Tax where the income or the aggregate of such incomes paid or likely to be paid/collected exceeds Rs.1,00,00,000/- but does not exceed Rs. 10,00,00,000/ & where such income exceeds Rs. 10,00,00,000/-



Surcharge @ 5% of Income Tax will be applicable. Addl. Surcharge (Education Cess) in both the cases are also to be deducted / collected @ 3% on (I .T. + S. C).

CIRCULAR NO. 07 OF 2013-14 Date : 31.07.2013

Sub : Grant of Ad-hoc Bonus to the employees of the KMC for the year 2012-13.

In terms of Memo No. 6068(65)-F (P) dated 30.07.13 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 2012-13 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 31.03.13 will be entitled to get Ad-hoc Bonus @ Rs.2600/- per head. Upper eligibility ceiling of Rs.22,000/- per month as on 31.03.13 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 31.03.13 exceeded Rs.22,000/- per month but during the year 2012-13 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.2600/- under this order.
- ii) The employees who were in service on 31.03.13 and rendered at least 6 months continuous service during the year 2012-13 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 :

$$\text{Emoluments as on 31}^{\text{st}} \text{ March 2013} \times \frac{\text{Eligibility period in number of months}}{12}$$

= The amount of ad-hoc bonus subject to a maximum of Rs.2600/- only.

- iv) The employees who are entitled to get ad-hoc bonus under this order but retired after 31.03.13 or whose service have been terminated after 31.03.13 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 31.03.13 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 2012-13 will be entitled to draw ad- hoc bonus of 2012-13 and similarly the employees who have rendered 6 months continuous service in 2012-13 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 2012-13 under this orders but died after 31.03.13 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 2012-13 under this order but resigned or voluntarily retired from service of the KMC after 31.03.13 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 2013-14.
- x) The disbursement of ad-hoc bonus sanctioned herein above should be made in case of Muslim employees by 6<sup>th</sup> August 2013 through a separate bill and in case of other employees such disbursement should be made along with salary of September 2013. 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. 08 OF 2013-14 DATE : 31.07.13

Sub : Grant of interest free Festival Advance/Ex-gratia to the KMC employees in 2013-14.

It has been decided by the authority that if a KMC employee whose emoluments 31.03.13 exceeded Rs.22,000/- per month but did not exceed Rs.30000/- per month dies for interest free Festival Advance, he may be granted an advance up to Rs.2500/- only.

- a. The advance will be recovered from the salary of the KMC employees in not more than 10 monthly instalments. If the amount of advance is exactly divisible by ten it will be recovered in ten equal monthly instalments. If not, the figure obtained by dividing the amount by ten should be rounded off to the nearest rupee which will be the amount of each of the first nine monthly instalments and the balance will be recovered in the tenth monthly instalment. The same method of calculation will apply mutatis- mutandis where the advance will be repaid is less than 10 monthly installment. The recovery of advance sanctioned under this order will begin from the salary for the month of November 2013 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 2013 will not be allowed any festival advance. However, an employee who will retire after 1<sup>st</sup> November 2013 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 2013 but before the 1<sup>st</sup> October 2013 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 2012-13 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 by 6<sup>th</sup> August 2013. In case of other regular Employees payment should be made along with salary of September 2013.**

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 2013-14.

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 01.04.13 on payment of Honorarium/allowance/Consolidated Pay and are in continuous service at least up to 14.08.13.	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 01.04.13 but before 14.08.13.	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 15.08.12 to 14.08.13.	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 15.08.12 to 14.08.13.	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 15.08.12 to 14.08.13. 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 120 days during the period from 15.08.12 to 14.08.13. If a sweeper is required to sweep in more than one School/shift, Ex-gratia will be allowed to only one institution.	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 in case of Muslim Employees by 6<sup>th</sup> August 2013 and in case of others in between 23<sup>rd</sup> September 2013 and 30<sup>th</sup> September 2013. Payment to be made out of existing provision of fund under Head Establishment in anticipation of provision of fund in Revised Estimate 2013-14.

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 CIRCULAR NO. 09 OF 2013-14 DATE : 27.08.2013

Often it has been observed that the functional departments return the EMD of the unsuccessful tenderers submitted in the form of Bank Draft/Pay Order without properly discharging on the back of it. This may invite future complications. To avoid any future audit query, all Engineer-in-Charge/HODs/COs are requested to ensure that at the time of returning the Bank Draft/Pay Order to the unsuccessful party(s) a comment **“Discharged”** is written and signed by the authorized officer on the back of the same without fail.

This circular is issued with the approval of Municipal Commissioner dated 27.08.2013

Sd/-  
CMF&A

CMF&A'S CIRCULAR NO. 10 OF 2013-14 DATE : 31.08.2013

All Controlling Officers/HODs of different Departments are requested to ensure timely deposition of Service Tax /VAT/ESI/EPF and such other statutory payments by different agencies working in KMC of the preceding month before certifying bill(s) of such agency(s) of the following month where such tax(s) is/are applicable.

All Dy. CMFAs/Mpl. Accts are also hereby directed to examine the deposition of Service Tax/VAT/ESI/EPF and such other statutory payments (as may be applicable) made by the agency(s) in the preceding month before processing the bill(s) of concerned agency(s) of the following month. Bills of succeeding month should not be processed unless such statutory dues are paid up to the preceding month.

This circular is being issued with the approval of the Municipal Commissioner dt 29/08/2013.

Sd/-  
CMF&A

C.M.F.&A.'S CIRCULAR NO. 11 OF 2013-14 DATE : 04/09/13

It has been noticed that often bills are forwarded to the Finance & Accounts Department for processing without enclosing the original sanction papers.

All the Controlling Officers/ Head of the Departments were requested through CMF&A's Circular No. 19 of 2006-07 dated 11/10/2006 and Circular No. 05 of 2008-09 dated 07/07/2008 to ensure submission of original sanction paper along with bill so that IFU could examine the bill with original documents and record its comments “passed for payment” on the body of the original documents.

All the Controlling Officers/Head of the Departments are once again requested to ensure submission of original documents along with the bill so that concerned Dy. C.M.F.&A./Municipal Accountant could examine those documents before processing it for payment. It may be reiterated that bills should not be processed without verification of the original documents.

This circular is issued with the approval of the Municipal Commissioner dated 03/09/2013.

Sd/-  
CMF&A

CMF&A'S CIRCULAR NO. 12 OF 2013-14 DATE : 17.09.2013

- A) All Controlling Officers/H.O.Ds./Br.Ex.Engrs. are requested to submit the Budget Estimate for 2014-15 and Revised Estimate for 2013-14 as per following programme to the Controller of Municipal Finance & Accounts :

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2014-15 and Revised Estimate for 2013-14.	04.12.2013
2	Revision of Rates, Fees & Charges for 2014-15 with justification.	18.12.2013
3	Inventory of Immovable properties of KMC for 2014-15 as required u/s 540 of the KMC Act,1980.	18.12.2013
4	Departmental Report.	24.12.2013
5	Draft of Mayor's Budget Statement of 2014-15 and new programmes to be taken up in 2014-15.	15.01.2014

- 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 2012-13</i>	<i>Actual Collection up to 30.9.13</i>	<i>Expected Collection from 01.10.13 to 31.03.14</i>	<i>Total Revised Receipt for 2013-14</i>	<i>Estimate of Receipt for 2014-15</i>
A	B	C	D	E = (C + D)	F

**EXPENDITURE FORMAT**

<i>B.I. Code</i>	<i>Actual Expenditure 2012-13</i>	<i>Payment towards liabilities 2012-13</i>	<i>Expenditure (Exclg. Lia.) upto 30.09.13</i>	<i>Expected Expenditure from 01.10.13 to 31.03.14</i>	<i>Total Revised Expenditure for 2013-14</i>	<i>Estimate of Expenditure for 2014-15</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

CMFA'S CIRCULAR NO. 13 OF 2013-14 DATE : 04/11/2013

Sub : Payment of remuneration of contractual workers through Bank/account payee cheque.

Payment of remuneration fixed by KMC to different agency-provided personnel through account payee cheque or through the system adopted in case of West Bengal Urban Employment Scheme through Bank was being contemplated by KMC authority for long. It has been decided that henceforth all contractually engaged agencies will make payment to the contractual workers either through account payee cheque or through their bank account directly and submit a certificate from the bank towards such payments. All Departments having engaged such agencies will make sure submission of such certificates and examine the same before releasing bill(s) of the following month(s). All Mpl. Accts/ Dy. CMFAs are also directed to examine such document(s) before processing such bill(s).

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

Sd/-  
CMF&A

CIRCULAR NO 14 OF 2013 - 2014 DATE : 20.12.2013.

In continuation of the Finance & Accounts Deptt. Circular No. 06 of 2013-14 dated 28.06.2013, all concerned are hereby requested to ensure that deduction of Income Tax at Source from Salary for the current financial year is completed within the month of February 2014, i.e. salary bill of Feb 2014 payable in March 2014, 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, 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 12.02.2014 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 31.03.2014.

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 2013-14.

Salary for the period from **March, 2013** payable in April, 2013 to **February, 2014** payable in March, 2014 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. 5,00,000/- 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 resident senior citizen (who is 60 years or more at any time during the previous year but not more than 80 years).

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/-

Surcharge (S.C.) on Income Tax is not applicable during the financial year 2013-2014. 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”.**

- Salary includes :
  - Gross Salary
  - Overtime / Holiday Allowance
  - Other Cash Allowance
  - Bonus / Ex-Gratia
  - Food & Tiffin Allowance
  - 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 Kolkata and in any other case amount equal to 40% of salary,
  - b) actual house rent allowance received from the employer.
  - c) excess of house rent paid over 10% of salary (Pay + D.A.)

Provided that :

- I) the residential accommodation occupied by the employee is not owned by him,
- II) the actual payment of house rent by the employee should exceed 10% of his/ her salary (Pay + D.A.)

**N.B. :** It may be noted here that” **Licence Fee**” paid by the 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(13A)** 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). [which can be made by any mode (incl. cash)]

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-Rs.40,000/-or the amount disease or ailment[as prescribed in Rule 11 DD(1)] for himself actually paid, whichever or dependant u/s **80DDB** .(will have to furnish a certificate in is lower and Rs.60,000/- prescribed Form No. 10-1 from appropriate authority).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 interest on loan taken by an individual from a financial institution during the financial year **2013-14** for residential house property (Amount of loan does not exceed Rs. 25 Lakh and value of house property does not exceed Rs. 40 Lakh) will be allowed for maximum of one lakh rupee as per newly inserted Section **80EE** and the same interest is not deductible under any other proviso of the Act. If interest payable during F/Y 2013-14 is less than Rs. 1 Lakh, the balance amount shall be allowed as deduction in A/Y 2015-16, Provided that the assessee does not own any residential house property on the date of sanction of loan.

11. 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 2013-14.



12. Deduction in respect of income by way of interest in savings account u/s- 80TTA is available to an individual from the financial year 2013-14 and the amount of deduction is limited to Rs.10,000/.
13. Deduction in the case of a person with disability u/s 80U — Rs. 50,000/-  
 In the case of a person with severe disability means over 80% — Rs. 1,00,000/-  
 (will have to submit medical certificate from the appropriate authority).
14. 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.
15. 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 2013-14 which provides a deduction of 50% of amount invested in listed equity shares for a minimum of 3 yrs. subject to maximum of Rs. 25,000/- and is available to a resident individual, who is a new retail investor if his gross total income does not exceed Rs.12 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 N.S.C. as per following rates.

NSC (VIII) issue for <b>Rs. 100/-</b> purchased as per following Table				NSC (IX) issue for <b>Rs.100/-</b> purchased as per following Table		
Year Completed	Purchased between 1.3.03 to 30.11.11	Purchased between 1.12.11 to 31.03.12	Purchased between 1.4.12 to 31.03.13	Purchased between 1.12.11 to 31.03.12	Purchased on or after 1.04.12 to 31.03.13	
1 <sup>st</sup> year	Rs. 8.16	Rs. 8.58	Rs. 8.78	Rs. 8.89	Rs. 9.10	-
2 <sup>nd</sup> year	Rs. 8.83	Rs. 9.31	Rs. 9.56	Rs. 9.68	Rs. 9.93	-
3 <sup>rd</sup> year	Rs. 9.55	Rs. 10.11	Rs.10.40	Rs. 10.54	Rs. 10.83	-
4 <sup>th</sup> year	Rs.10.33	Rs. 10.98	Rs. 11.31	Rs. 11.48	Rs. 11.81	-
5 <sup>th</sup> year	Rs.11.17	Rs. 11.92	Rs.12.30	Rs. 12.50	Rs. 12.89	-
6 <sup>th</sup> year	Rs.12.08	N.A.	N.A.	Rs. 13.61	Rs. 14.06	-
7 <sup>th</sup> year	-			Rs. 14.82	Rs. 15.34	-
8 <sup>th</sup> year				Rs. 16.13	Rs. 16.74	-
9 <sup>th</sup> Year				Rs 17.57	Rs. 18.26	-
10 <sup>th</sup> Year				Rs. 19.13	Rs. 19.92	-

- i) Contribution to ULIP (U.T.I).
  - j) Contribution to LIC's Jeevan Dhara, New Jeevan Dhara, Jeevan Akshay and New Jeevan Akshay.
  - k) Contribution to notified Pension Fund set up by any Mutual Fund.
  - l) Contribution to units of MF / UTI.
  - m) Contribution to Home Loan Account Scheme of the National Housing Bank or notified Pension Fund of the National Housing Bank.
  - n) Payment for the purposes of purchase or construction of a residential house (HBL).
  - o) Any sum paid, by an individual, as Tuition Fees at the time of admission or thereafter to any University, College, School or other educational Institution situated within India for the purpose of full time education of any two children of such individual. Donation, Development Fee or payment of similar nature will not be included in this respect.
  - p) Notified Term deposit for a fixed period of not less than five years with a Scheduled Bank.
16. Rebate of Income Tax an individual assessee whose taxable income does not exceed Rs.5,00,000/- for the F/Y 2013-14 shall be entitled to a deduction of hundred percent of tax or Rs. 2000/- whichever is less as per newly inserted section 87(A).
17. 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 2013-2014

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. VIA
  - (a) u/s (80C, 80CCC, 80CCD – Qualifying amount Rs. 1,00,000/- max).
    - i) .....
    - ii) .....
    - iii) .....
    - iv) .....
    - v) .....
    - vi) .....

TOTAL OF 9 (a) Qualifying amount of 9 (a).....

b) u/s 80CCG : .....

c) u/s 80D to 80U : .....

d) u/s 80TTA	:	.....
10. Total Deduction u/c. VIA [9(a+b+c+d)]	:	.....
11. Total Income (8-10)	:	.....
12. Tax on total income	:	.....
13. Rebate u/s 87A	:	.....
14. Balance Income Tax (12-13)	:	.....
15. Education Cess @ 3% on 14	:	.....
16. LESS Relief u/s 89	:	.....
17. NET TAX PAYABLE	:	.....
18. Tax deducted at source monthwise:	:	.....

\_\_\_\_\_  
(Signature of the DDO)

\_\_\_\_\_  
(Signature of the employee)

CMF&A'S CIRCULAR NO. 15 OF 2013-14 DATE : 02.01.2014

CMFA's Circular 13 of 2013-2014 dated 04/11/2013 was issued with the direction to make payment of remuneration of contractual workers by the agencies through Bank/account payee cheque. Since a large number of contractors are yet to open bank accounts of their employees, the authority has considered their prayer and has allowed one month's extension to complete the process of account opening. All Departments having engaged such agencies will allow this relaxation of one month and process bills accordingly. After completion of one month from the date of issue of this circular bills will be processed according to CMFA's Circular 13 of 2013-14.

This circular is being issued with the approval of the Municipal Commissioner dated 26.12.2013.

Sd/-  
CMF&A

CMF&A'S CIRCULAR NO. 16 OF 2013-14 DATE : 03.01.2014

Sub : Grant of Dearness Allowance to the employees of the Kolkata Municipal Corporation with effect from the 1<sup>st</sup> January 2014.

In pursuance of the Municipal Affairs Department's. Memo No. 113/MA/N/C- 2/1G-10/2005 dated 24.12.2013 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 @ 58% with effect from the 1<sup>st</sup> January, 2014.

Period from which payable	Pay Range	Rate of Dearness Allowance
01.01.2014	Pay upto Rs.80,000/-	58% of Band Pay and Grade Pay taken together

- 2) 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.

- 3) The Dearness Allowance sanctioned above shall be rounded off to the nearest rupee in each case.
- 4) This order issues in accordance with the Finance Department's Memo No. 8842-F (P2), dated the 16<sup>th</sup> December, 2013.

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

Sd/-  
(D. Dasgupta)  
CMF&A

CMF&A'S CIRCULAR NO. 17 OF 2013-14 DATE : 10.02.2014

Sub : Monitoring Committee in respect of ECS payment (NEFT/RTGS) to the contractors/suppliers working under KMC.

A monitoring committee headed by Spl. CMF&A has been formed under order of M.C. dt. 06/02/14 comprised of following Member-Staff of F&A Department to look after the works of implementation of ECS payment (NEFT/RTGS) to the contractors/suppliers working in the KMC which is expected to be started from the coming F/Y i.e. 2014-15 in a phased manner to fulfill the goal of "VISION-2020" of the KMC :

1. Addl. CMF&A(A/C)
2. Addl. CMF&A (W&B)
3. MS-FA
4. Dy. CMF&A
5. Dy. CMF&A
6. Mpl. Acctt/FACC
7. Mpl. Acctt/CDS
8. Asstt. Manager System-FA
9. Inspector/FACC

The committee will sit together at least once in a week to review the progress of the entrusted work and they will maintain close liaison among themselves as and when required for taking prompt decision for its facilitation. CMF&A will be informed accordingly for his concurrence.

Controlling Officer(s) are requested to extend their co-operation towards the committee as and when asked for.

Sd/-  
CMF&A

CIRCULAR NO. 18 OF 2013-14 DATE : 17.02.2014

1. All Controlling Officers/Heads of the Departments are requested to ensure submission of bills in respect of works/supplies to be completed in the financial year 2013-14 in phased manner to the concerned IFU within 28.02.14 after observing all the usual formalities.
2. Municipal Accountants of Internal Finance Units will ensure to send bills to Dy. C.M.F.&A.s Cells after observing all the usual formalities within 06/03/14 and Dy. C.M.F.&A.s will also ensure to send bills to Cheque Section within 13/03/14.

If any bill is returned by the IFU to the Concerned Department for clarification/rectification etc. such bill shall be resubmitted to IFU within 3 days from the date of return.

All Controlling Officers/Heads of the Departments are requested to issue similar instructions to all concerned under their administrative control so that work in Finance & Accounts Department can be completed by the end of the financial year. This is issued with the approval of the Hon'ble Mayor and Municipal Commissioner.

Sd/-  
CMF&A

CMF&A'S CIRCULAR NO. 19 OF 2013-14 DATE : 20/02/14

In partial modification of CMFA's Circular No. 18 of 2013-2014 dated 17/02/2013, the last date of bill submission in respect of works/supplies to be completed in the financial year 2013-2014 in phased manner to the concerned IFU will be 07/03/2014 instead of 28/02/2014.

All Controlling Officers/Heads of the Departments are requested to ensure submission of bills in respect of works/supplies to be completed in the financial year 2013-14 in phased manner to the concerned IFU within 07/03/2014 after observing all the usual formalities.

Municipal Accountants of Internal Finance Units will ensure to send bills to Dy. C.M.F.&A.s Cells after observing all the usual formalities within 13/03/2014 and Dy. C.M.F.&A.s will also ensure to send bills to Cheque Section within 20/03/2014.

If any bill is returned by the IFU to the Concerned Department for clarification/rectification etc. such bill shall be resubmitted to IFU within 3 days from the date of return.

All Controlling Officers/Heads of the Departments are requested to issue similar instructions to all concerned under their administrative control so that work in Finance & Accounts Department can be completed by the end of the financial year.

This is issued with the approval of the Hon'ble Mayor and Municipal Commissioner.

Sd/-  
CMF&A

CMF&A'S CIRCULAR NO. 20 OF 2013-14 DATE : 05/03/2014

In continuation of CMF&A's Circular No. 19 of 2013-14 dated 20/02/2014 it may be noted by the all concerned that the Finance & Accounts Department will receive hard copies of bills up to 7<sup>th</sup> March, 2014. But all the Controlling Officers will please ensure to complete the ERP process latest by 12/03/2014. It may further be noted by all concerned that the Finance Department will not be able to process any bill unless it is entered in the ERP system by the respective functional departments.

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

Sd/-  
CMF&A

**HEALTH DEPARTMENT**

CIRCULAR No. H/HQ/01/13-14 Date : 02.12.2013

For better supervision & monitoring of RNTCP activity in Kolkata, the Kolkata district has been divided into 10 new Urban Health District for RNTCP activity.

The new structure of RNTCP is as follows as approved by CTD, State TB Cell & KDTCS :

The overall supervision of RNTCP activity of Kolkata will be under control of :

CTO (City TB Officer) : Dr. Shiv Kr. Singh

The name of the 10 Urban Health Districts are as follows :

Name of District	Name of District
Bagbazar	Alipore
SB Road	Tollygunge
Maniktala	Boral TB Hospital
Hazi Dispensary	Behala
Tangra	Manshatala

The name of the 21 TUs are :

Name of TUs	Name of TUs
Chitpur Disp	Alipore
Taltala Disp	Bagbazar
Kalighat Disp	SBRCC
Tiljala Disp	Maniktala
WHU 29	W 58
WHU 41	Hazi
WHU 110	W 77
WHU 129	W 111
WHU 134/138	W 123
WHU 141	
Kasba TB Tr. Centre	

This circular is to be complied with immediate effect. The name of the DTOs & MOTCs will be circulated soon & training schedule will be informed.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/43/2013-14 DATE : 14.05.2013

Pursuant to the approval of Mpl. Commissioner & Chairman, MBB dt. 08.05.2013 on the basis of earlier resolution of MBB meetings change of running rows, blocks & ground will not be entertained without having any prior order of Hon'ble MMIC (Health), Mpl. Commissioner & CMHO.

All concerned to act accordingly and the Sub-Registrars of Mohammedan Burial Grounds are instructed for strict compliance.

This order is issued for better administration.

Any sort of deviation will be dealt with stringent disciplinary measure by the competent authority.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/50/2013-14 DATE : 16.05.2013

National Nutrition Monitoring Bureau (NNMB), West Bengal Unit under ICMR will undertake a field study titled "Assessment of Diet & Nutritional status of urban population, prevalence & determinants of diabetes & hypertension among adults."

The selected wards for this study are ward nos. 2, 15, 25, 45, 56, 80, 86, 89, 101, 103, 107, 116, 123, 129, 138.

Executive Health Officers may kindly provide assistance to NNMB in its study at the above wards. They will also keep Hon'ble ward Councillors of the above wards informed about this study.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/162/2013-14 DATE : 16.07.2013

Sr. VCO & Chief Entomologist is hereby directed to submit weekly report on overall situation of Vector Control activities from Br. - I to XV with initiatives taken from his end to Hon'ble MMIC (H&E) by every Tuesday (next day, if it is a holiday).

In case of any irregularity / problem detected anywhere, a detailed report reflecting the steps taken up with the appropriate authority to redress the issue has to be included in the report without fail.

For strict compliance please.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/169/2013-14 DATE : 19.07.2013

All Medical Officers are directed to keep a very close watch on the occurrence of vivax, falciparum malaria and dengue cases in his/her ward. In the event of coming across any of such cases they will take note of the following :

1. Age, name, sex of the patient
2. Address of the patient
3. Possible source of mosquito breeding to cause the above case e.g. accumulation of water in construction sites, domestic/ peridomestic water-holding containers etc.

Medical Officers will immediately share the above information with Hon'ble Councillor of the concerned ward and seek his / her assistance as required in removing source of the above case.

For immediate necessary compliance please.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/180/2013-14 DATE : 26.07.2013

KMC Health Department has selected twenty-one (21) Tuberculosis Units (TU) in the district of Kolkata which will be functional very shortly. Ten of them are old units while eleven will be new ones.

Each TU will be looked after by one Medical Officer. (MOTC.)

Please find the list of twenty-one TUs with population and ward allocation enclosed herewith.

All Executive Health Officers, Executive Health Officers (Actg.) and Medical Officers In-charge of different Boroughs (Health) are instructed to furnish the name of Medical Officer (preferably Medical Officer of dispensary, if available), who will act as MOTC of different T.U.s. Necessary training will be imparted to Medical Officers identified for T.U.s.

Urgent compliance please to expedite the whole process.

Sd/-  
CMHO

New 21 TUs with Population & Ward Allocation.

District	Name of TU	Population	Ward	Name of TU	Population	Ward
Bagbazar	Chitpur Disp	270107	1, 2, 3, 4, 5, 6	Bagbazar CC	226605	7, 8, 9, 10, 11, 12, 13,15,16
Strand Bank	SB Road CC	208532	17, 18, 19, 20, 21, 22, 24, 25, 26	WHU 41	219794	23, 27, 39, 41, 42, 43, 44, 45

District	Name of TU	Population	Ward	Name of TU	Population	Ward
Maniktala	Razabazar -W29	255251	14, 28, 29, 37, 38, 40	Maniktala CC	244132	30, 31, 32, 33, 34, 35
Hazi	Hazi Disp.	245845	46, 47, 48, 49, 50, 51, 52, 53, 55, 56, 62	Taltala Disp W54	211239	36, 54, 60, 61, 63, 64
DTC	Tangra TU	261653	57, 58, 66, 108	Tiljala Disp	225963	59, 65, 67, 68
Alipore	Alipore	237520	69, 70, 71, 73, 74	Kalighat	205338	82, 83, 84, 85, 86, 88
Tollygunge	Kasba	219554	87, 90, 91, 92, 105, 106, 107	Tollygunge	225354	81, 89, 93, 94, 95, 96, 97, 102
MTMTB	Boral TU	186231	111, 112, 113, 114, 115, 122	WHU 110	201494	98, 99, 100, 101, 103, 104, 109, 110
Behala	Behala Chowrasta	222021	116, 117, 118, 119, 120, 121, 123, 124, 125, 126	WHU 129	213035	127, 128, 129, 130, 131, 132, Joka (W 142, 143, 144)
Manshatala	Manshatala	191702	75, 76, 77, 78	WHU 134	193086	79, 80, 133, 134, 135
	WHU 141	152441	136, 137, 138, 139, 140, 141			

Sd/-  
CMHO

OFFICE ORDER NO. H/00/197/13-14 DATE : 05.08.2013

Our extended Malaria Clinics detect malaria and dengue and facilitate early diagnosis and prompt treatment for such cases so as to prevent and control malaria and dengue. Again, on detection of dengue or malaria cases our Field workers undertake additional vector control measures as per guidelines of the Directorate of National Vector Borne Disease Control Programme so that these diseases do not spread. Hence need of having correct address of the patient is of utmost importance.

It is, therefore, directed that while our extended Malaria Clinics will test blood slides for malaria and samples for dengue of patients attending our Clinics, reports of blood tests will be released on production of address proof of patients.

For necessary compliance please.

Sd/-  
CMHO

OFFICE ORDER NO. NO. H/00/238/13-14 DATE : 20.08.2013

Persons other than K.M.C. regular / permanent staffs are hereby not allowed to occupy residential accommodation inside the K.M.C. burial ground premises. Persons who are illegally occupying residential accommodations / quarters / restrooms are to vacate within seven (7) days of issuing date of this order failing which measures will be taken according to existing rules.

Secretary MBB (H) and Sub - Registrars of burial grounds are directed for strict compliance. This order issues with the concurrence of higher authorities for administrative interest.

Sd/-  
CMHO



OFFICE ORDER NO. H/00/291/13-14 DATE : 26.09.2013

Further to the undersigned's Office Order No. H/00/238/13-14 dt. 20.08.2013 this is to reiterate that persons other than KMC regular/permanent staffs who have been illegally occupying the residential accommodation inside the KMC burial ground premises and who are yet to vacate the accommodation/quarters/restrooms are hereby directed to vacate the same within next 15 days from issuing date of this order failing which strict measures will be taken without allowing any further opportunity.

This order issues with the concurrence of higher authorities for administrative interest.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/295/13-14 DATE : 01.10.2013

Please refer to Office Order of CMHO dt.25.06.20 13 wherein Dy. CMHO & OSD (Health), Dy. CMHOs, Ex. H.Os / MO-ICs were directed to instruct staff under them not to entertain order of Ld.1 st Class Magistrate of Hon'ble Court if rubber stamps were found illegible and indistinct.

It is again reiterated that Delayed Registration of Birth or Death in compliance with the order of Ld. 1<sup>st</sup> Class Magistrate of Hon/ble Court can only be dealt if the said order bears legible and distinct rubber stamps of Hon'ble Court. In the event of any confusion and/ or suspicion such documents are to be cross checked from the appropriate authority before they are dealt with.

For necessary compliance please.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/327/13-14 DATE : 18.11.2013

Wardwise information concerning distribution of permanent potential mosquito breeding sources is urgently needed for the department to plan and implement need-based vector control strategies for prevention and control of mosquito-borne diseases in the KMC area in 2014. Executive Health Officers of all the 15 boroughs are hereby directed to cause to collect the required inputs from different wards under their jurisdiction as per the format attached herewith and send SOFT COPIES of the same to the Sr. VCO & Chief Entomologist through concerned Consultant Entomologists by 12 December 2013 positively.

Sd/-  
(Dr. S. Chowdhury)  
CMHO

Refer to the Format in Page No. 253

OFFICE ORDER NO. H/00/340/13-14 DATE : 29.11.2013

A committee has been formed with the following members to probe into some reportedly forged birth certificates issued from Borough III Health Department -

Dr. S. Chowdhury	CMHO	-	Chairman
Dr. P. Roychowdhury	Dy. CMHO		
Dr. M. I. Molla	Dy. CMHO		
Dr. Basudeb Mukhopadhyay	Ex H.O. Br. VII		
Sri Debasish Sen	Special Officer (Health)	-	Convenor

All concerned to please take note of this and extend necessary co-operation.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/358/13-14 DATE : 11.12.2013

As directed by Hon'ble MMIC (Health & Engineering), a Departmental Committee in Health Department has been formed on 11.12.2013 in connection with implementation of NUHM Programme in KMC area.

Members of the committee are as follows :

1. Dr. S. Chowdhury CMHO
2. Dr. M. I. Molla Dy. CMHO
3. Dr. Basudeb Mukherjee Dy. CMHO (Acting)
4. Dr. Bibhakar Bhattacharya Nodal Officer (Health) - Convenor

The said members will extend all necessary co-operation to Dr. Bibhakar Bhattacharya in this regard.

Dr. Bhattacharya will meet the said committee members on regular basis for necessary action

Sd/-  
CMHO

OFFICE ORDER NO. H/00/384/13-14 DATE : 24.12.2013

I am directed by Municipal Commissioner to communicate the following Order no. 1154/MA/C-10/3S-30/2012 dated 9<sup>th</sup> December 2013 issued by Joint Secretary to the Govt. of West Bengal and take necessary action accordingly.

The order shall take effect from 01.01.2014.

Sd/-  
CMHO

Government of West Bengal  
Department of Municipal Affairs  
Writers' Buildings, Kolkata - 700 001

No : 1154/MA/C-10/3S-30/2012

Dated : Kolkata the 9<sup>th</sup> December, 2013

ORDER

The Governor, in supersession of all previous orders, is pleased hereby to direct that the maximum age limit for contractual personnel engaged in fifty two (52) Urban Local Bodies covered under "Urban Primary Health Care Services" (hereinafter referred to as UPHCS), presently being funded by Department of Municipal Affairs shall be 60 years excepting those engaged as Medical Officers or Specialists Doctor.

This order shall take effect from 01.01.2014.

The term of engagement of those contractual personnel, who have attained 60 years of age or more, if any, or likely to attain 60 years of age before 01.01.2014, shall terminate on 31.12.2013.

By order of the Governor

Sd/-  
B.C. Patra  
Joint Secretary to the  
Government of West Bengal

OFFICE ORDER NO. H/00/397/13-14 DATE : 08.01.2014

All Ex. Health Officers & Medical Officers are directed to maintain a daily visit / performance diary, which will have to be produced for verification as and when required by the department, failing which necessary action may be taken against the concerned officer.

All concerned are directed to comply with this order strictly.

Sd/-  
CMHO

OFFICE ORDER NO. H/00/413/13-14 DATE : 28.01.2014

Dr. Shiv Kumar Singh has since been engaged as Special Officer (TB pgm) vide order no. Ch. Manager (P)/G/V/172/2013-14 dt. 31.12.2013 under order of Municipal Commissioner and concurrence of Hon'ble Mayor and he is now working as the City TB Officer (CTO) and Member-Secretary, Kolkata District TB Control Society. His salary will be drawn from BI Code No. 6221/600 or 6114/600.

Duties and responsibilities of CTO will be -

1. Ensuring smooth implementation of the Revised National TB Control Programme (RNTCP) in the city.
2. Planning and execution of City Annual Action Plan.
3. Supervising and supporting the Districts with DTOs and other staff
4. Compiling and analyzing quarterly programme performance reports of the city.
5. Conducting review meetings with DTOs to evaluate the performance of the programme.
6. Establishing linkages with Medical Colleges, private practitioners, NGOs and community leaders.
7. Organising IEC activities in the city.
8. Functioning as Member-Secretary of the Kolkata District TB Control Society.
9. Ensuring maintenance of appropriate financial records and submits quarterly and annual financial reports with assistance from DTOs.
10. Undertaking all programme related activities at the city level as directed from the state and CTD from time to time.
11. Preparing annual action plan for the whole district in consultation with DTOs with the help of WHO consultant as per RNTCP guidelines.

For necessary compliance please.

Sd/-  
CMHO

**MARKET DEPARTMENT**

Circular No. 01 of 2013-14 Date : 15.07.13.

The Municipal Corporation, at its meeting held on 25.06.13, has approved the recommendation of the Mayor-in-Council dated 28.05.2013 regarding the following modification of the Schedule of Rates, Fees and Charges of the Market Department for the year 2013-14 :

- 1) In the Schedule of Rates, Fees and Charges of the Market Department for the year 2013-14, the rate/fee/charge for the following items will continue as it was in the Schedule of 2012-13 :
  - a) Surcharge for stalls with AC facility (Note – 4)
  - b) Fee for showcase area (Note – 5)
  - c) Administrative Charges (Para – B)
  - d) Change in Permit (Para – C)
  - e) Change of Business (Para – D)
  - f) Mutation (Para – E); However, fee in respect of transfer of interest / change in name of Permit Holder to third party in case of redeveloped College Street Market and Lake Road Market will be 800 times the present stallage.

- g) Penalty for encroachment of passage and display of goods beyond stall limit (Para – K, Sl. No. 2).  
h) Penalty for throwing garbage on passage (Para – K, Sl. No. 7).  
i) Penalty for tapping of electricity (Para – K, Sl. No.11).  
2) This will take effect from 1<sup>st</sup> April, 2013.

Sd/-  
Chief Manager (Market) – North

Sd/-  
Chief Manager (Market) – South

#### MARKET DEPARTMENT

Schedule of rates/fees/charges for Permanent, Short-term and Squatter Vendors for the financial year 2013-2014

#### A. Minimum Rates of Stallage of Shops/Stalls, Sheds/Slabs & Spaces (in Rs. per Sq. Ft. perMonth)

Sl. No.	Name of the Market	For Shops/Stalls	For Sheds/Slabs (Open)
1.	S.S. Hogg Market	6.00	5.00
2.	Gariahat Market	6.00	5.00
3.	College Street Market	5.00	4.00
4.	Lake Road Market	5.00	4.00
5.	Park Circus Market	5.00	4.00
6.	Sisir Market	4.00	3.50
7.	Lansdowne Market	4.00	3.50
8.	Bansdroni Municipal Market	4.00	3.50
9.	Regent Park Municipal Market	4.00	3.50
10.	Sakher Bazar Super Market	4.00	3.50
11.	Poura Pannya Bithika Market	4.00	3.50
12.	S.N. Roy Road Super Market	4.00	3.50
13.	Entally Market	4.00	3.50
14.	M.K. Municipal Market	4.00	3.50
15.	Gobra Municipal Market	4.00	3.50
16.	Sir Gurudas Market	3.50	3.00
17.	S.C. Allen Market	3.50	3.00
18.	Ultadanga Municipal Market	3.50	3.00
19.	Manton Super Market	3.50	3.00
20.	Bakultala Market	3.50	3.00
21.	Santoshpur Municipal Market	3.50	3.00
22.	Ramlal Municipal Market	3.50	3.00
23.	Jadavgarh Municipal Market	3.50	3.00
24.	Bansdroni Kalitola Municipal Market	3.50	3.00
25.	Bagha Jatin Market (Unit-I)	3.50	—
26.	Bagha Jatin Market (Unit-II)	3.50	—
27.	Bagha Jatin Market (Unit-III)	3.50	—
28.	Bagha Jatin Market (Unit-IV)	3.50	—

Sl. No.	Name of the Market	For Shops/Stalls	For Sheds/Slabs (Open)
29.	Shibrampur Municipal Market	3.50	3.00
30.	Deshapriya Park Hawkers' Corner	2.50	—
31.	College Square Hawkers' Corner	2.50	—
32.	Kalighat Park Hawkers' Corner	2.50	—
33.	Garden Reach Hawkers' Market - Bichalighat	2.50	—
34.	Akra Fatak Hawkers' Market	2.50	—
35.	Bartala Hawkers' Market	2.50	—
36.	24/1, Nimtala Ghat Street	As per agreement	—
37.	Ultadanga-VIP Road Crossing Market	As per agreement	—
38.	PAM Plaza	As per agreement	—
39.	New Alipore Market	As per agreement	—
40.	Dhakuria Market	As per agreement	—

**Note-1 :** Service Tax / other taxes, if any, as may be imposed by the GoI / GoWB / parastatals from time to time, will be applicable.

**Note-2 :** Stalls/Slabs which are paying stallages at rates higher than the above scheduled rates will however continue to pay such stallage until further order.

**Note-3 :** Stalls / slabs facing KMC Road will pay stallage @10% higher than other stalls / slabs.

**Note-4 :** Stalls with A.C. facility will pay 25% extra as surcharge over the monthly stallage. (Such surcharge will not be considered in calculation of rent/stallage.)

**Note-5 :** For sanctioned showcase, 20% extra over stallage will have to be paid for showcase area. (Say, stall area = 100 sq. ft.; monthly stallage = Rs. 300/-; showcase area = 10 sq. ft.; hence, monthly fee for showcase area =?  $(300 \times 100) \times 1.2 \times 10 = \text{Rs. } 36.00$ .)

**Note-6 :** Wall shops will not be sanctioned.

**Note-7 :** Fresh allotment of stalls / slabs will be made after inviting tender through newspapers or through public auction. Stallage / Initial Stallage will be fixed in such cases of fresh allotment by the appropriate KMC authority.

**Note-8 :** The stallages/rates/fees/charges for the Markets/Plazas/Malls, not enlisted above but which the Market Department may take over in future or has already taken over, will be determined by the Municipal Commissioner / MMIC (Market), if not already fixed by the KMC authority.

## B. Administrative Charges

1. (a) For works within the stall/sanctioned area like installation of new rolling shutter & collapsible gate, installation of A.C. machine, new flooring, Senior Superintendent (Market) will give sanction after obtaining technical recommendation of E.E.(C)/Market without any administrative charge.

(b) Necessary cost estimate as per PWD schedule will be prepared by E.E.(C)/Market for other work not mentioned in 1(a) & 3. Senior Superintendent (Market) will give sanction subject to payment of Administrative Charge by the stall / slab-holder @ 25% of the total cost estimate so prepared by the E.E.(C)/Market.

[Clarification: For imposition of Administrative Charge, Market Department will give necessary notice to the stall/slab holder showing the calculation so made. The stall/slab holder will apply in plain paper (with Blue Print Plan for installation of rolling shutter & A.C. Machine only) detailing the work that he / she intends to do. This will be applicable for both 1(a) & 1(b)]

2. For any change in structure, a Blue-Print Plan is to be submitted. Chief Manager (Market) will accord sanction on the basis of technical recommendation from E.E.(C)/Market subject to payment of Administrative Charge by the stall / slab-holder @25% of the cost estimate prepared by the E.E.(C)/Market.
3. For colour-wash or white-wash or Plaster of Paris or tar-felting over roof or installation of new furniture or repairing of furniture or repairing of rolling shutters & collapsible gates or patch repairing of floor or alike, Market Superintendent is to give sanction without any Administrative Charge. But the party will be liable to pay Rs. 750/- (Rupees Seven Hundred Only) for use of welding machine per case.

**C. Change in Permit**

- |   |   |
|---|---|
| 1. Conversion of Squatter Allottee e.g. Retail, Faria etc. to Permanent Allottee (this is not applicable to Squatter Vendors) | Enhancement of monthly Stallage by 15% and 60 months' stallage at such enhanced rate as Fee   |
| 2. Conversion of Short Term Allottee to Permanent Allottee  | Enhancement of monthly Stallage by 25% and 50 Months' Stallage for Shops and 40 Months' Stallage for Slabs at enhanced rate as Fee. |

**Note-1 :** Conversion may be allowed on payment of arrear Renewal Fee, if any, @ 2 Months' Stallage per year.

**Note-2 :** All Squatter Allottees (not Squatter Vendors) and Short Term Allottees must get converted to Permanent Allottees on payment of the above charges failing which their licences may be revoked.

**D. Change of Business**

- |                        |   |
|------------------------|---|
| 1. Change of Business  | 25 (Twenty Five) months' stallage as Fee                                |
| 2. Additional Business | 25 (Twenty Five) months' stallage as Fee (if the area of stall permits) |

- Note :**
1. In case of stalls with area less than 50 sq ft, no additional business will be allowed.
  2. For Fast Food Counter (without oven), minimum stall area should be 100 sq ft.
  3. Sanction of multiple businesses should be avoided.
  4. Sanctioned business should be specific.

**E. Mutation**

- |  |  |
|--|--|
| 1. Transfer of Interest through inheritance  | Fee equal to 100 times the present Stallage. |
| 2. Transfer of interest to the following relatives:-<br>b) Son or Daughter or Daughter-in-law<br>c) Brother or Sister<br>d) Son's son or Son's daughter<br>e) Spouse | Fee equal to 200 times the present Stallage. |
| 3. Transfer of interest / change in the name of Permit Holder to third party in case of re-developed markets   | Fee equal to 800 times the present Stallage. |
| 4. Transfer of interest / change in the name of Permit Holder to third party in case of other markets (not redeveloped)  | Fee equal to 400 times the present Stallage. |

- |    |  |  |
|----|--|--|
| 5. | Admission and/or exclusion of partner(s)                                       | Fee equal to 200 times the present stallage. This charge will be imposed at every event of inclusion or exclusion of partner(s). |
| 6. | For change of Private Limited Company to Public Limited Company or vice versa. | Fee equal to 200 times the present stallage.   |
| 7. | Change of Director   | Fee as in sl. 1 – 5 above, as the case may be.   |

**Note :** In case of **Share Transfer**, mutation charge will be realized proportionately.

#### **E. Sub-Floor**

- |    |  |  |
|----|--|--|
| 1. | If for storing goods (existing)  | Stallage for the Sub-Floor area @ 50% of rate of stallage for existing stall { subject to approval of Senior Superintendent (Market) } |
| 2. | If used as counter for selling goods/ business or as office (existing) | Stallage for the Sub-Floor area at rate of stallage for existing stall { subject to approval of Senior Superintendent (Market) }       |

**Note :**

- No new sub-floor will be allowed.
- Roof height < 4 Ft. will be treated as **“Loft”** (no stallage will be charged)
- Roof height > 4 Ft. and < 7 Ft. will be treated as **“Sub-Floor”** (stallage will be charged as above)
- Roof height > 7 Ft. will be treated as **“Upper-Floor”** (Stallage for upper floor area will be charged at rate of stallage of existing stall)

#### **G. Various Charges**

- |    |   |   |
|----|---|---|
| 1. | Temporary space for commercial use  | To be determined on case to case basis by MMIC (Market) |
| 2. | Duplicate Rent Receipt  | Rs. 50/- each   |
| 3. | Commercial shooting charges payable by the Producer/Company {subject to approval of Chief Manager (Market)} | Minimum Rs. 10,000/- per day                            |
| 4. | For recording the trade name of a Stall   | Fee equal to 2 (two) times the Stallage.                |
| 5. | For change in the trade name where the ownership does not change.   | Fee equal to 5 (five) times the Stallage.               |

**Note :** So far as Press/Electronic Media are concerned, they will have to obtain prior permission from the Municipal Secretary for shooting at KMC Markets. However, no fee will be charged for news coverage.

#### **H. Extension of Stall**

Extension of stall will not be allowed.

#### **I. Amalgamation**

**Case-A : (Amalgamation of Stall-to-Stall, Stall-to-Office, Office-to-Stall - in case of demolition of existing partition wall)** Say, for stall A, area = 100 Sq.Ft. & monthly Stallage = Rs. 200/-; for stall B, area = 50 Sq.Ft. & monthly Stallage = Rs. 100/-; Monthly Stallage of the Amalgamated

Stall will be Rs.  $(200+100) \times 2 = \text{Rs. } 600/-$  and Fee for Amalgamation = Rs.  $(100+200) \times 2 \times 100 = \text{Rs. } 60,000/-$

**Case-B : (Amalgamation: when the party intends to make ONLY ONE opening of size 4'x 6' in the existing partition wall between two Stalls)** Say, for stall A, area = 100 Sq.Ft. & monthly Stallage = Rs. 200/-; for stall B, area = 50 Sq.Ft. & monthly Stallage = Rs. 100/-; Monthly Stallage of the Amalgamated Stall will be Rs.  $(200+100) \times 2 = \text{Rs. } 600/-$  and Fee for Amalgamation = Rs.  $(100+200) \times 2 \times 50 = \text{Rs. } 30,000/-$

**Case-C : (Amalgamation of Office-to-Office: when the party intends to make opening of size 4 'x 6 ' in the existing partition wall between two offices)** Say, for stall A, area = 100 Sq.Ft. & monthly Stallage = Rs. 200/-; for stall B, area = 50 Sq.Ft. & monthly Stallage = Rs. 100/-; Monthly Stallage of the Amalgamated Stall will be Rs.  $(200+100) \times 2 = \text{Rs. } 600/-$  and Fee for Amalgamation (for each opening) = Rs.  $(100+200) \times 2 \times 25 = \text{Rs. } 15,000/-$ .

**Case-D :** In case of redeveloped markets, fees will be determined by MMIC(Market) on case to case basis.

**Note :** If application for amalgamation is received involving multiple stalls, calculation will be made as (stallage of stall A + stallage of stall B + stallage of stall C + stallage of stall D +) X 2. It is also clarified that the other conditions laid down in the schedule will remain the same. So far as amalgamated total area is concerned, Market Superintendent concerned and A.E.(C)/Market will jointly certify the same for proper recording.

#### **J. Separation**

Enhancement of daily Stallage by 100% and 100 Months' Stallage at enhanced rate as Separation Fee.

(However, no separation will be allowed if the frontage is less than 8 Ft. after separation. Area less than 100 Sq.Ft. cannot be separated).

- Note :** (i) In case of amalgamation / separation, technical viability will be the primary consideration for sanction.  
(ii) If 2 (two) nos. of RPHs exist for a stall, the scheduled separation charge will be realized but there will be no mutation charge for the separated stalls.

#### **K. Penalty/Fine**

1. (a) For effecting any change or additional business without prior approval  
Rs. 10,000/- for Mkt. Sl. No. 1 to 5  
Rs. 8,000/- for Mkt. Sl. No. 6 to 18  
Rs. 5,000/- for Mkt. Sl. No. 19 to 25
- (b) For effecting any additional business where stall area is less than 50 Sq.Ft. Double the amount in Sl. No. 1(a) above.
2. For encroachment of passage and displaying goods beyond stall limit
  - Rs. 500/- per day for markets at Sl. No. 1&2
  - Rs. 300/- per day for markets at Sl. No.3-15
  - Rs.100/- per day for other markets
3. For Transfer of Interest (or any other change under para E i.e. mutation) without prior approval. 50 times the present Stallage.



4. For non-submission of application for mutation on inheritance ground within 180 days from the date of death of RPH	50 times the present Stallage.
5. For Amalgamation/Separation without prior permission	For Mkt. Sl .No. 1 & 2: Rs. 1,00,000/- For Mkt.Sl.No.3 to 14: Rs. 50,000/- For Mkt.Sl.No.15 to 40: Rs. 25,000/-
6. For any sort of work qualifying or not qualifying for administrative charge without prior approval of the authority	Rs. 5,000/-
7. For throwing garbage etc. on passage	a) Rs.200/- for each occurrence for markets at Sl. No. 1-5 b) Rs.100/- for each occurrence for other markets
8. Non-payment of Initial Stallage after expiry of 30 days from the date of communication	Interest @2% per month for each month of delay
9. Non-payment of Stallage, E.C., A.R. & other dues within the due month	Interest @1% per month for each month of delay
10. Re-connection fee after disconnection of electrical line	Rs. 500/- per connection
11. Penalty for tapping of electricity	Rs. 1,000/- per occurrence

**Note :** (i) Penalty will be imposed always in addition to usual charges, as applicable.  
(ii) In case of share transfer without prior approval, penalty will be charged proportionately.

**L. Charges / Fees / Penalty in case of Lease / License Agreements**

Sl. No.	Regarding	Licence Agreement	Lease Agreement
1	Mutation :		
	Inheritance	100 times the existing monthly stallage, if not otherwise mentioned in the agreement	30 times the existing monthly lease rent, if not otherwise mentioned in the agreement; if, however, copies of documents are not available, 90 times the existing stallage (ref. resolution of MIC Item No. M-21.6 dated 03/09/11)
	Other than inheritance :		
	With Prior Permission	400 times the existing monthly stallage, if not otherwise mentioned in the agreement	50 times the existing monthly lease rent, if not otherwise mentioned in the agreement
	Without prior permission	Agreement will no longer be valid; scheduled charges/fees/penalty will be applicable	150 times the existing monthly lease rent, if not otherwise mentioned in the agreement (ref. resolution of MIC Item No. M-21.6 dated 03/09/11)

Sl. No.	Regarding	Licence Agreement	Lease Agreement
2	Other items like change of business, etc.	Scheduled charges will be applicable, if not otherwise mentioned in the agreement	Scheduled charges will be applicable, if not otherwise mentioned in the agreement
3	Periodic escalation in monthly stallage/ lease rent	20% escalation every 5/6 years, as the case may be, if not otherwise mentioned in the agreement	20% escalation every 5/6 years, as the case may be, if not otherwise mentioned in the agreement

#### M. Schedule of Variable Stallage for Squatter Vendors

Sl. No.	Trade	Rs.	Rate of variable Stallage	Mkt. Sl.No.
1.	Vegetable	5.00 3.00	Every 6 hours per Head Every 6 hours per Head	1 to 3 Other markets
2.	Fruits/Jalpan/Misc.	10.00 8.00 5.00	Every 6 hours per Head Every 6 hours per Head Every 6 hours per Head	1 to 3 4 to 13 Other markets
3.	Eggs	5.00 3.00	Every 6 hours per Head Every 6 hours per Head	1 to 3 Other markets
4.	Fish	10.00 8.00 5.00	Every 6 hours per Head Every 6 hours per Head Every 6 hours per Head	1 to 3 4 to 13 Other markets
5.	Poultry (Import)	15.00	Per Basket per Day	
6.	Poultry (Sale, Slaughtering, Dressing, Piecing etc.)	15.00	Per Head per Day	
7.	Aarath (Fruits & Vegetables)	3.00	Per Petty/Basket per Day	

#### N. Multiple Transactions to be made as

##### Case-1 : Where Amalgamation is involved

- First** — Conversion
- Second** — Mutation
- Third** — Change of Business
- Fourth** — Amalgamation
- Fifth** — Excess Area Realisation
- Sixth** — Others

##### Case-2 : Where Separation is involved

- First** — Conversion
- Second** — Separation
- Third** — Mutation
- Fourth** — Change of Business
- Fifth** — Excess Area Realisation
- Sixth** — Others

**Note :** The Municipal commissioner is empowered to amend the clauses, as above, in consultation with Hon'ble Mayor.

**MUNICIPAL SECRETARY'S DEPARTMENT**

MUNICIPAL SECRETARY'S CIRCULAR NO. 1 OF 2013-14 DATE : 02.04.2013

Sub : Schedule of rates of Binding and supplying of Registers etc., KMC for the year 2013-14 (w.e.f. from 01.4.13 to 31.3.14).

It is notified for information of all Controlling Officers/Head of the Departments/Offices/ Units to arrange Binding and supplying of Registers etc. of KMC through the following approved Binding Agencies at the approved rate (by Municipal Commissioner dt.01.10.2012) as is shown in the enclosed statements (Sheet 1 & 2) for a period as mention above.

- |   |   |
|---|---|
| 1. M/s. Dayamoyee Book Binding Works<br>208/1, Vidyasagar Road<br>PO : New Barrackpore, Kolkata-131 | Ph : 033-3202-9261<br>Mobile:9836060629 |
| 2. M/s. A. K. Enterprise<br>220/4, Station Road (East)<br>PO : New Barrackpore, Kolkata-131         | Ph : 033-2567-0090<br>Mobile:9874278746 |
| 3. M/s. Dipali Binding<br>72, Baithakkhana Road<br>Kolkata-700 009                                  | Ph :033-65344512<br>Mobile : 9830348522 |
| 4. M/s. Sadhana Enterprise<br>38/1A/1J, Sachin Sen Sarani<br>Kolkata-700 054                        | Ph : 9674530441<br>Mobile : 9674971002  |

Further, the cost towards payment of binding and supplying of Registers should be debited to Sub-Code 600 of all the departments of KMC.

All the confidential nature of work should be made at the premises of the respective Department of KMC.

The amount of work to be allotted in favour of the approved binding agencies will rest upon the orders to be placed with those agencies by the Deptt. concerned of KMC.

Refer to Approved Schedule of rate in Page No.256

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 04 OF 2013-2014 DATE : 06.04.2013

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 03.04.2013.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 07 OF 2013-14 DATE : 06.04.2013

In pursuance of Section – 11 of the K.M.C. Act, 1980, the following Chairpersons have been elected in their respective Boroughs for the financial year 2013-14 :

<b>Br. No.</b>	<b>Name of the Chairperson for the financial year 2013-14</b>	<b>Ward No.</b>
I	Tarun Saha	05
II	Sadhan Saha	15
III	Rajib Biswas	33
IV	Smita Bakshi	25
V	Aparajita Dasgupta	49
VI	Jb. Iqbal Ahmed	62
VII	Susmita Bhattacharya	63
VIII	Durga Prasad Mukherjee	86
IX	Anil Kumar Mukherjee	71
X	Tapan Dasgupta	95
XI	Tarakeswar Chakraborty	104
XII	Dipu Das Thakur	106
XIII	Susanta Ghosh	120
XIV	Maniklal Chatterjee	121
XV	Ranajit Shil	133

This is issued with the approval of Hon'ble Mayor dated 06.05.2013.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 08 OF 2013-14 DATE : 23.05.2013

The contents of the Municipal Secretary's Circular Number 26 of 2012-13 dt 31<sup>st</sup> December, 2012 are hereby revised as under, and the said circular is now as such fully replaced by this Circular in pursuance of the Circular Number 1033/Stat/2RW/32/94/LCS/JLC dated 27.12.2012 and 1040/RW/76/266/2000/LCS/JLC dated 27.12.2012 issued by the Jt. Labour Commissioner, Department of Labour, Government of West Bengal for minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen, Lift Operators, etc.

The following wages have been approved by the competent authority of this Corporation WITH EFFECT FROM 1<sup>ST</sup> JANUARY, 2013 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) & Supervisor (Sweeping) such other Category(Rs)	Unskilled Category (Security Guard without Arms, Mali, Mazdoor, Sweeper & such other Category(Rs.)
Basic Wages pm	10138.00	7638.00	6944.00	6313.00	5739.00
ESI 4.75%	481.56	362.81	329.84	299.87	272.60
EPF 12%	1216.56	916.56	833.28	757.56	688.68
EDLI 0.50%	50.69	38.19	34.72	31.57	28.70
Admn Charge 1.11%	112.53	84.78	77.08	70.07	63.70
<b>Total (A)</b>	<b>11999.34</b>	<b>9040.34</b>	<b>8218.92</b>	<b>7472.07</b>	<b>6792.68</b>
Weekly Off Days & National Holidays 17.63% on (A)	2115.48	1593.81	1449.00	1317.33	1197.55
<b>Total (B)</b>	<b>14114.82</b>	<b>10634.15</b>	<b>9667.92</b>	<b>8789.39</b>	<b>7990.23</b>
Total Agency Charge for the month of January, 2013 is 10%	1411.48	1063.41	966.79	878.94	799.02
<b>Total (C)</b>	<b>15526.30</b>	<b>11697.56</b>	<b>10634.71</b>	<b>9668.33</b>	<b>8789.25</b>
<b>Service Tax 12.36%</b>	1919.05	1445.82	1314.45	1195.01	1086.35
<b>GRAND TOTAL</b>	<b>17445.35</b>	<b>13143.38</b>	<b>11949.16</b>	<b>10863.34</b>	<b>9875.60</b>

Since the tenders for Security & other manpower supply and Housekeeping agencies have been finalized, work orders have been issued vide MIC resolution no M 52.8 dated 02.01.2013.

The following wage structure for Security Personnel, Security Gunmen, Sweeper has been approved by the KMC authority at the following rates wef 1<sup>st</sup> February, 2013 till further circulars orders.

Description	Asst Security Officer (Rs.)	Security Supervisor (Armed)/ (Rs.)	Skilled Category (Armed Security Guard/ Power Boat Driver (Rs)	Semi Skilled Security Supervisor (Unarmed), Sweeping Supervisor (Rs.)	Unskilled Category (Security Guard without Arms & Power Boat Helper (Rs)	Sweeper (Rs.)
Basic Wages pm	10138.00	7638.00	6944.00	6313.00	5739.00	5739.00
ESI 4.75%	481.56	362.81	329.84	299.87	272.60	272.60
EPF 12%	1216.56	916.56	833.28	757.56	688.68	688.68
EDLI 0.50%	50.69	38.19	34.72	31.57	28.70	28.70
Admn Charge 1.11%	112.53	84.78	77.08	70.07	63.70	63.70

Total (A)	11999.34	9040.34	8218.92	7472.07	6792.68	6792.68
Total Agency Charge from the month of February, 2013	1238.00	1238.00	1238.00	1238.00	1238.00	1000.00
Total (B)	13237.34	10278.34	9456.92	8710.07	8030.68	7792.68
Weekly Off Days & National Holidays 17.63% on (B)	2333.74	1812.07	1667.25	1535.59	1415.81	1373.85
Total (C)	15571.08	12090.41	11124.17	10245.66	9446.49	9166.53
Service Tax 12.36%	1924.59	1494.37	1374.95	1266.36	1167.59	1132.98
<b>GRAND TOTAL</b>	17495.67	13584.78	12499.12	11512.02	10614.08	10299.51

The concerned private agency shall arrange for deduction of charges/taxes/contributions and deposit there of with the concerned government authorities and also for maintenance of the records in respect of ESI, EPF, etc as applicable and shall 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 in case of Security and other manpower & housekeepers only for the month of January 2013 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 22/05/2013 and that of the Hon'ble Mayor on 23/05/2013.

The private agencies engaged for supply of manpower shall submit self attested copies of the relevant statutory challans for a calendar month to the KMC with its bill(s) for the next calendar month.

The rate of daily wages of daily rated workers is enhanced from Rs. 217 to Rs. 232 (Rupees Two Hundred & Thirty-Two only) wef 01.01.2013.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 10 OF 2013-14 DATE : 01.07.2013

In pursuance of the order of the Municipal Commissioner upon adverse reports and recommendations by the Licence Department (Hq) regarding serious lapses by M/s Vee Forms, with its office at 1A, Nayan Sur Lane, Kolkata 700 005, in connection with supply of pre-printed stationery to the said Dept in the year 2012-13, the said firm, M/s Vee Forms, is hereby declared to be blacklisted for a period of 03 (three) years from the date of this circular all across this Corporation and the Earnest Money Deposited by the firm, if any for this work, shall remain forfeited (if Earnest Money was deposited by means of a Bank Instrument/Guarantee or otherwise, the proceeds may be realized in favour of this Corporation if not already so done under intimation to the concerned authorities/CMFA/Treasurer), while dues payable to it for the works already executed satisfactorily and/or supplies already made by it and cleared by the concerned department(s) may be paid, but the work/supply orders if already issued but not executed will stand cancelled with immediate effect.

The Municipal Commissioner approved non-payment for the faulty work/unsatisfactory work/supply rendered by the firm in respect of work/supply order(s) issued by the Licence Dept (Hq).

The concerned HODs/Controlling Officers may additionally issue specific cancellation orders for record and such effect in cases of work/supply orders not executed by the above firm so far, if any.

All the Controlling Officers are now hereby requested for immediately informing all the Heads of Departments/Executive Engineers under their control in writing the blacklisting of the said firm as above the information of and necessary action by them and also of all the concerned officers and other employees under the Heads of Departments/Executive Engineers.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 11 OF 2013-14 DATE : 10.07.2013

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 10.7.2013 ( 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 Saturdays / half holidays.

Prior permission for such early departure should, however, be taken from Heads of the Departments / Offices, submitting written applications and kept in the relevant files/personal files by the concerned HODs/Competent Authorities.

This issues with the approval dated 09.07.2013 of the Hon'ble Mayor.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 13 OF 2013-14, DATE : 05.08.2013

All Security agencies and other manpower supply agencies as also Housekeeping Manpower Supply are hereby directed to strictly follow the following :

- 1) No contractual employee will be engaged at a particular location/area for a period exceeding 1 (one) year and transfer of each employee should take place on a yearly basis.
- 2) Transfers of employees are now ordered for and must be completed by 30<sup>th</sup> September, 2013 irrespective of time spans of posting.
- 3) No contractual employee will be allowed to be posted at any previous location(s) within 3 (three) years from the date of transfer of the employee from that previous location.
- 4) Casual Leave of the contractually engaged workers/employees must be sanctioned by the competent authority of the concerned agencies under intimation to the concerned HOD and Dy. Secretary (Security) of the KMC.
- 5) Leave substitute has to be deputed by the concerned agency without fail.
- 6) No extra charges are payable to the leave substitute by the KMC since the charges are included in the "agency charge" as per the relevant Tender.
- 7) No employees below the age of 18 (eighteen) and above the age of 60 (sixty) would be engaged for rendering services.
- 8) The bills of wages of a calendar month must be submitted by 5<sup>th</sup> of the following month and payment must be made by the agencies to the workers by 10<sup>th</sup> of that month.
- 9) Self-attested photocopies of receipts for payment of EPF contribution and Insurance premium against each employee for the previous month must be submitted with the bill for a month.
- 10) Attendance sheet must be countersigned by an officer not below the rank of Assistant Engineer/Head Master/Medical Officer for claiming the wages bill from the Mpl Secretary's Department.

Penalty will be charged in case of any violation of any terms and conditions of the tender document/work order/any of the directions mentioned hereinabove.

This issues with the approval of the Municipal Commissioner.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 14 OF 2013-14 DATE : 20.08.2013

BLACK LISTING OF M/S GAUTAM UDYOG  
(REGD OFFICE AT VARANASI, KOLKATA OFFICE AT KS ROY ROAD)

In pursuance of the order of the Hon'ble Mayor of Kolkata, **M/S GAUTAM UDYOG** having their Registered Office at J 12/16A Ramkatora Road, **VARANASI 221 002** (Works at B 17 Industrial Area, Ramnagar, Varanasi) and their Kolkata Office at NPS Chamber, 7A Kiran Shankar Roy Road Kolkata 700 001 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 Solid Alum and Liquid Alum shall remain forfeited (if Earnest Money was deposited by means of a Bank Instrument/Guarantee or otherwise, the proceeds may be realized by the Controller of Stores & Purchase, in favour of this Corporation, if not already so done, under intimation to the Municipal Secretary and other concerned officers, CMFA, Treasurer) and the validity of the instrument be got extended, if so required, by the concerned bank directly, while dues payable to the firm for the supplies made by the firm and work already executed by the firm for one or more of the departments and offices of this Corporation may be cleared by the concerned departments and offices, 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 and copies of cancellation orders be sent to the firm at its above-mentioned offices by secured delivery/Speed Post under intimation to the undersigned.

**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. 16 OF 2013-14 DATE : 07.09.2013

All Housekeeping security agencies and other manpower supply agencies are hereby informed that the location transfer of their employees within the KMC vide MUNICIPAL SECRETARY'S CIRCULAR NUMBER 13 of 2013-14 dated 05<sup>th</sup> August, 2013 have been kept in abeyance till further order.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 17 OF 2013-14 DATE : 12.09.2013

Each of the casual/Private Agency workers engaged in different Departments of the KMC will be paid festival ex-gratia @ Rs 500 /- (Rupees Five Hundred only) per such worker for the year 2013. 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 relevant period, and if are thereby constituting 18.12% of sanctioned strength and eligible for festival ex-gratia.

Such payment shall be completed by the agencies before the festival occasions of the workers but not later than Tuesday, 1<sup>st</sup> October, 2013.

This circular issues with the approval of the MIC Vide Item No M-70.24 in its meeting held on 21.08.2013.

Sd/-  
Municipal Secretary



MUNICIPAL SECRETARY'S CIRCULAR NO. 18 OF 2013-14 DATE : 14.09.2013

In continuation of the Municipal Secretary's Circular No.17 of 2013-2014 dated 12<sup>th</sup> September 2013, 18.12 % is to be read as 17.63%.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 20 OF 2013-14 DATE : 14.09.2013

Sub : Change in **ISSUING AUTHORITY** of Caste Certificates to SC/ST/OBC people residing in the Kolkata Municipal Corporation area.

It is for information of all concerned and wide publicity that in pursuance of the West Bengal Schedule Castes and Schedule Tribes (Identification) (Amendment) Act, 2012 and subsequent notification no 2420-BCW/MR-61/2012 (Pt) dt. 12.07.2013 of the Backward Class Welfare Department. Govt. of West Bengal, the District Welfare Officer, Kolkata & Ex-officio Joint Director, BCW has been authorized to issue certificates of identification of Caste (SC/ST/OBC) in respect of the Kolkata Municipal Corporation Area including the added areas in JOKA.

Copies of this Circular may be displayed in the Notice Boards / Conspicuous places of all departments / offices including the Joka I and II areas.

This issues as per approval of the Municipal Commissioner & Hon'ble Mayor.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 21 OF 2013-14 DATE : 18.09.2013

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 20.09.2013 to 04.10.2013 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 strictly be available only to those Hindu KMC employees who will actually perform **TARPAN** during the **PITRI PAKSHA** and also if they have obtained prior written permission from their HODs (for HODs and others above them from their leave sanctioning authority.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO 23 OF 2013-14 DATE : 24.09.2013

Smt. Indrani Banerjee, Councillor, Ward No. 53, has taken Oath as Member, Mayor-in-Council today i.e. 24<sup>th</sup> September, 2013.

This is for kind information of all concern.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 25 OF 2013-14 DATE : 08.10.2013

In pursuance of the Municipal Secretary's Circular Number 19 of 2012-13 Dated 17<sup>th</sup> October, 2012 declaring 26<sup>th</sup> October, 2012 a public holiday for the Kolkata Municipal Corporation and in continuation of the Municipal Secretary's Circular Number 25 of 2012-13 Dated 28<sup>th</sup> December, 2012, it is declared that the offices and the schools of this Corporation, except the essential services, shall remain close on Saturday, 19<sup>th</sup> October, 2013.

This issues with the approval of the Hon'ble Mayor on 08<sup>th</sup> October, 2013.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 27 OF 2013-14 DATE : 13.11.2013

In partial modification of the Municipal Secretary's Circular No. 25 of 2012-13 Dated 28<sup>th</sup> December, 2012 on holidays and sectional holidays to be observed in the Kolkata Municipal Corporation during the calendar year of 2013, it is hereby notified that the Hon'ble Mayor of Kolkata has been pleased to declare **Friday, 15<sup>th</sup> November, 2013 as a Holiday** in the Kolkata Municipal Corporation in place of Thursday, 14<sup>th</sup> November, 2013 in pursuance of the Notification No. 8203-F(P) Dt 12<sup>th</sup> November, 2013 of the Jt Secretary to the Government of West Bengal, Finance Dept, Government of West Bengal, on account of MUHARRAM for this Corporation except essential services.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 28 OF 2013-14 DATE : 13.11.2013

In pursuance of the order of the competent authority of this Corporation, M/s Rashesh Enterprises, 24<sup>th</sup> Debendra Ghosh Road, 1<sup>st</sup> Floor, Kolkata 700 025 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 S. R & A .C Deptt. of this Corporation for supply of the Computer materials (11 items including blank continuous computer papers with KMC logo of 15"x12" and 10"x12" sizes) for the payroll section of the S. R & A .C. Department 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. 30 OF 2013-14 DATE : 27.11.2013

It is to inform all concerned that the Municipal Commissioner has been pleased to withdraw w.e.f the date of this Circular the order of blacklisting of Sri Rabindra Nath Mondal, Plumber residing at 4/20E, Bijoygarh, Kolkata-700 032 having Licence No.1983 dt. 11.03.2008 vide his order dated 25.10.2013.

The said contractor may now onwards be allowed to participate in any activity related to House, Drainage connection etc. in the KMC area until further order.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 31 OF 2013-14 DATE : 29.11.2013

It is hereby declared that **M/s Millennium Cyberworks, 10/A Hemanta Basu Sarani, Kolkata 700 069**, has been blacklisted by an order of the competent authority from participation in tenders/ quotations invited by this Corporation for 3 (Three) years from the date of this Circular owing to poor supply of 100 (One hundred) HCL - made Desktop PCs to this corporation. The work order has, therefore, stood cancelled all across this Corporation and the Earnest Money was deposited by the firm for this work shall remain forfeited (if Earnest Money was deposited by means of a Bank instrument/Guarantee or otherwise, the proceeds may be realized in favour of this Corporation if not already so done under intimation to the concerned authorities/CMFA/Treasurer), while dues payable to it for the works already executed and/or supplies already received from the firm the concerned department(s) but the work/supply orders if already issued but not executed will stand cancelled with immediate effect.

All the Controlling Officers are now hereby requested for immediately informing all the Heads of Departments/Executive Engineers under their control in writing the blacklisting of the said firm as above for the information of and necessary action by them and also their other officers.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 32 OF 2013-14 DATE : 18.12.2013

The Holidays and Sectional Holidays to be observed in the offices of the Kolkata Municipal Corporation during the year 2014 :

**A. List of Holidays under the N I Act, 1881 and those other than the Sectional Holidays :**

Month	Date	Day	Occasion
January	23 <sup>rd</sup>	Thursday	Birthday of Netaji
February	4 <sup>th</sup>	Tuesday	Shree Panchami
April	14 <sup>th</sup>	Monday	Birthday of B.R. Ambedkar
April	15 <sup>th</sup>	Tuesday	Bengali New Year's Day
April	18 <sup>th</sup>	Friday	Good Friday
May	1 <sup>st</sup>	Thursday	MayDay
May	9 <sup>th</sup>	Friday	Birthday of Rabindra Nath Tagore
July	29 <sup>th</sup>	Tuesday	Id-UI-Fitar
August	15 <sup>th</sup>	Friday	Independence Day
September	23 <sup>rd</sup>	Tuesday	Mahalaya
October	01 <sup>st</sup>	Wednesday	Durga Puja, Maha Saptami
October	02 <sup>nd</sup>	Thursday	Astami & Birthday of Gandhiji
October	03 <sup>rd</sup>	Friday	Nabami & Dasami
October	06 <sup>th</sup>	Monday	Id-Ud-Joha

Month	Date	Day	Occasion
October	07 <sup>th</sup>	Tuesday	Lakshmi Puja
October	23 <sup>rd</sup>	Thursday	Kali Puja
November	04 <sup>th</sup>	Tuesday	Muharram
November	06 <sup>th</sup>	Thursday	Birthday of Gurunanak & Parswanath's Rathajatra
December	25 <sup>th</sup>	Thursday	Christmas Day

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 Public Holidays :

Month	Date	Day	Occasion
January	01 <sup>st</sup>	Wednesday	New Year's Day
January	14 <sup>th</sup>	Tuesday	Fatheha-Dowar-Daham
September	30 <sup>th</sup>	Tuesday	Mahasasthi of Durga Puja
October	04 <sup>th</sup>	Saturday	** Ekadashi of Durga Puja
October	08 <sup>th</sup>	Wednesday	Additional day for Laxmi Puja
October	24 <sup>th</sup>	Friday	Immersion of Godess Kali
October	25 <sup>th</sup>	Saturday	** Bhatridwitiya

#### C. List of Sectional Holidays :

Month	Date	Day	Occasion
April	19 <sup>th</sup>	Saturday	** Easter Saturday (For Christian Only)
May	14 <sup>th</sup>	Wednesday	Buddha Purnima (For Buddhist Only)
June	14 <sup>th</sup>	Saturday	** Sab-E-Barat (For Muslims Only)
	Karam Puja		To be notified later on
October	29 <sup>th</sup>	Wednesday	Chhath Puja (For those non-Bengalee employees who perform it traditionally)

#### 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, FatehDuaz-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.

This Circular is being issued with the approval of the Hon'ble Mayor on 09<sup>th</sup> December, 2013 and of the Municipal Commissioner on 09<sup>th</sup> December, 2013.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 34 OF 2013-14 DATE : 25.01.2014

The Municipal Commissioner of this Corporation is pleased to constitute a committee of the following to look into the matter of applicability of Service Tax on different services concerning this Corporation :

Joint Municipal Commissioner (Revenue) [CHAIRMAN]

CMFA [MEMBER]

CMLO [MEMBER]

Municipal Secretary [MEMBER]

They may please submit their report in a week's time to the Municipal Commissioner.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 36 OF 2013-14 DATE : 03.02.2014

All Controlling Officers are hereby requested to arrange to forward relevant information about the Photocopier Machines installed at different Offices & Units under their control as per the following format within 15<sup>th</sup> February, 2014 for AMC of such machines to the Deputy Municipal Secretary (SB) centrally.

<b>Name of the Department</b>	<b>Name of the Office/Unit and address with Room No. and concerned Officer's Name, Designation and Mobile No.</b>	<b>Brand of the Photocopier Machine with Model &amp; SerialNumber</b>	<b>Date of the installation of the Machine</b>	<b>Whether the Machine is under warranty period/AMC period. If yes, mention the date of expiry of such warranty/AMC</b>

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 37 OF 2013-14 DATE : 17.02.2014

The contents of the Municipal Secretary's Circular Number 08 of 2013-14 dated 23<sup>rd</sup> May, 2013 is hereby revised as under, and the said circular is now as such fully replaced by this Circular in pursuance of the Circular Number 758/RW/76/266/2000/LCS/JLC dated 12.06.2013 & 757/Stat/2RW/32/94/LCS/JLC dated 12.06.2013 issued by Jt. Labour Commissioner, Department of Labour, Government of West Bengal for minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen and Lift Operators, etc.

The following wages have been approved by the competent authority of this Corporation WITH EFFECT FROM 1<sup>st</sup> January, 2014 at the following rates till further circulars/orders :

Description	Skilled Category (Computer Operator & such other category)	Semi Skilled (Field Worker, Lift Operator, Mali & such other category)	Unskilled Category (Mazdoor & such other category)
<b>Basic Wages per Month</b>	7257.00	6597.00	5997.00
<b>ESI 4.75%</b>	344.71	313.36	284.86
<b>EPF 12%</b>	870.84	791.64	719.64
<b>EDLI 0.50%</b>	36.29	32.99	29.99
<b>Admn Charge 1.11%</b>	80.55	73.23	66.57
<b>Total (A)</b>	8589.39	7808.21	7098.05
<b>Weekly Off Days &amp; National Holidays 17.63% on (A)</b>	1514.31	1376.59	1251.39
<b>Total (B)</b>	10103.69	9184.80	8349.44
<b>Total Agency Charge 10%</b>	1010.37	918.48	834.94
<b>Total (C)</b>	11114.06	10103.28	9184.38
<b>Service Tax 12.36% (if applicable)</b>	1373.70	1248.77	1135.19
<b>GRAND TOTAL</b>	12487.76	11352.05	10319.57

Since the tenders for Security & other manpower supply and Housekeeping agencies have been finalized, work orders have been issued vide MIC resolution no M 52.8 dated 02.01.2013.

The following wage structure for Security Personnel, Security Gunmen, Sweeper has been approved by the KMC authority at the following rates w.e.f. 1<sup>st</sup> January, 2014 till further circulars orders.

Description	Asst. Security Officer (Rs.)	Security Supervisor (Armed)	Skilled Category (Armed Security Guard/ Power Boat Driver)	Semi Skilled, Security Supervisor (Unarmed), Sweeping Supervisor	Unskilled Category (Security Guard without Arms & Power Boat Helper)	Sweeper
Basic Wages p.m.	10595.00	7982.00	7257.00	6597.00	5997.00	5997.00
ESI 4.75%	503.26	379.15	344.71	313.36	284.86	284.86
EPF 12%	1271.40	957.84	870.84	791.64	719.64	719.64
EDLI 0.50%	52.98	39.91	36.29	32.99	29.99	29.99
Admn Charge 1.11%	117.60	88.60	80.55	73.23	66.57	66.57
<b>Total (A)</b>	12540.24	9447.50	8589.39	7808.21	7098.05	7098.05
<b>Total Agency Charge</b>	1238.00	1238.00	1238.00	1238.00	1238.00	1000.00
<b>Total (B)</b>	13778.24	10685.50	9827.39	9046.21	8336.05	8098.05
<b>Weekly Off Days &amp; National Holidays 17.63% on (B)</b>	2429.10	1883.85	1732.57	1594.85	1469.65	1427.69

Total (C)	16207.35	12569.35	11559.95	10641.06	9805.69	9525.74
Service Tax 12.36% (if applicable)	2003.23	1553.57	1428.81	1315.24	1211.98	1177.38
GRAND TOTAL	18210.58	14122.92	12988.76	11956.3	11017.7	10703.1

The concerned private agency shall arrange for deduction of charges/taxes/contributions and deposit there of with the concerned government authorities and also for maintenance of the records in respect of ESI, EPF, etc as applicable and shall submit copies of the relevant monthly statutory Challans/Govt. Receipts to the KMC in time.

The entire cost will be met up from the Budget Fund of the KMC.

The Concerned Security Agency shall depute substitute for weekly off days.

This order issues with the approval of the Municipal Commissioner on 07-02-2014 and that of the Hon'ble Mayor on 14-02-2014.

The private agencies engaged for supply of manpower shall submit self attested copies of the relevant statutory challans for a calendar month to the KMC with its bill(s) for the next calendar month.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 38 OF 2013-14 DATE : 27.02.2014

In terms of Section 45 (2) (a) of the Kolkata Municipal Corporation Act,1980 read with Municipal Commissioner's Circular No. 55 of 2008-09 dated 03.01.2009, all Controlling Officers are hereby requested to make their signatures along with their designations in each page of MOU / Agreement Papers before execution of MOU / Agreement.

This is issued with the approval of the Municipal Commissioner.

Refer to MC's Cir. No. 55 of 2008-09 in Page No. 252

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 39/1 OF 2013-14 DATE : 03.03.2014

In exercise of the powers conferred by sub-section (2) of Section – I of the Kolkata Municipal Corporation (Amendment) Act, 2013 (West Bengal Act XXII of 2013) (hereinafter referred to as the said act), the Governor is pleased hereby to appoint the 1<sup>st</sup> day of February, 2014 as the date on which the provision of Section - 11 of the said act shall come into force whereas

(C) for sub-section (5), the following sub-section shall be substituted

“(5) The Chairman shall ceases to hold office as such if he ceases to be a Councillor of the concerned Ward forming part of the Borough Committee”

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

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 40 OF 2013-14 DATE : 04.03.2014

The contents of the Municipal Secretary's Circular Number 37 of 2013-14 dated 17<sup>th</sup> February, 2014 is hereby revised as under, and the said circular is now as such fully replaced by this Circular in pursuance of the Circular Number 1112/RW/76/266/2000/LCS/JLC dated 12/12/2013 & 1210/Stat/2RW/32/94/LCS/JLC dated 12/12/2013 & 1206/Stat/RW/108/568/2012/LCS/JLC dated 11/12/2013 issued by Jt. Labour Commissioner, Department of Labour, Government of West Bengal

for minimum wages for Field workers, Security Personnel, Mazdoors, Health Workers, Security Gunmen and Lift Operators, etc.

The following wages have been approved by the competent authority of this Corporation WITH EFFECT FROM 1<sup>st</sup> January, 2014 at the following rates till further circulars/orders :

Description	Highly Skilled Category	Skilled Category (Computer Operator & such other category)	Semi Skilled (Field Worker, Lift Operator, Mali & such other category)	Unskilled Category (Mazdoor & such other category)
Basic Wages per Month	8478.00	7708.00	7007.00	6370.00
ESI 4.75%	402.71	366.13	332.83	302.58
EPF 12%	1017.36	924.96	840.84	764.40
EDLI 0.50%	42.39	38.54	35.04	31.85
Admn Charge 1.11%	94.11	85.56	77.78	70.71
Total (A)	10034.57	9123.19	8293.49	7539.54
Weekly Off Days & National Holidays 17.63% on (A)	1769.09	1608.42	1462.14	1329.22
Total (B)	11803.66	10731.61	9755.63	8868.76
Total Agency Charge 10%	1180.37	1073.16	975.56	886.88
Total (C)	12984.03	11804.77	10731.19	9755.64
Service Tax 12.36% (if applicable)	1604.83	1459.07	1326.38	1205.80
GRAND TOTAL	14588.86	13263.84	12057.57	10961.44

Since the tenders for Security & other manpower supply and Housekeeping agencies have been finalized, work orders have been issued vide MIC resolution no M 52.8 dated 02/01/2013.

The following wage structure for Security Personnel, Security Gunmen, Sweeper has been approved by the KMC authority at the following rates w.e.f. 1<sup>st</sup> January, 2014 till further circulars orders.

Description	Asst. Security Officer (Rs.)	Security Supervisor (Armed)	Skilled Category (Armed Security Guard/ Power Boat Driver)	Semi Skilled, Security Supervisor (Unarmed), Sweeping Supervisor	Unskilled Category (Security Guard without Arms & Power Boat Helper)	Sweeper
Basic Wages p.m.	11254.00	8478.00	7708.00	7007.00	6370.00	6370.00
ESI 4.75%	534.57	402.71	366.13	332.83	302.58	302.58
EPF 12%	1350.48	1017.36	924.96	840.84	764.40	764.40
EDLI 0.50%	56.27	42.39	38.54	35.04	31.85	31.85
Admn Charge 1.11%	124.92	94.11	85.56	77.78	70.71	70.71
Total (A)	13320.24	10034.57	9123.19	8293.49	7539.54	7539.54
Total Agency Charge	1238.00	1238.00	1238.00	1238.00	1238.00	1000.00



Total (B)	14558.24	11272.57	10361.19	9531.49	8777.54	8539.54
Weekly Off Days & National Holidays 17.63% on (B)	2566.62	1987.35	1826.68	1680.40	1547.48	1505.52
Total (C)	17124.86	13259.92	12187.87	11211.89	10325.02	10045.06
Service Tax 12.36% (if applicable)	2116.63	1638.93	1506.42	1385.79	1276.17	1241.57
GRAND TOTAL	19241.49	14898.85	13694.29	12597.68	11601.19	11286.63

The concerned private agency shall arrange for deduction of charges/taxes/contributions and deposit there of with the concerned government authorities and also for maintenance of the records in respect of ESI, EPF, etc as applicable and shall submit copies of the relevant monthly statutory Challans/Govt. Receipts to the KMC in time.

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 03/03/2014 and that of the Hon'ble Mayor on 04/03/2014.

The private agencies engaged for supply of manpower shall submit self attested copies of the relevant statutory challans for a calendar month to the KMC with its bill(s) for the next calendar month.

Sd/-  
Municipal Secretary

MUNICIPAL SECRETARY'S CIRCULAR NO. 41 OF 2013-2014 DATE : 12.03.2014

In continuation of the Municipal Secretary's Circular No. 27 of 2013-14 dated 13<sup>th</sup> November, 2013 it is notified that excepting essential services and except for those employees who are required to work on Monday, the 17<sup>th</sup> March, 2014, the Offices, units and Schools and other establishments of this Corporation, **shall remain closed on Monday, the 17<sup>th</sup> March, 2014**, the day after Doljatra which is on Sunday, 16<sup>th</sup> March, 2014.

This issues with reference to Notification Nos. 1182-F(P) Dt 28<sup>th</sup> February, 2014 and 8904-F(P) dated 20<sup>th</sup> October, 2013 of the Finance Department (Audit Branch), Government of West Bengal and with approval of the Municipal Commissioner.

Sd/-  
Municipal Secretary

**PERSONNEL DEPARTMENT**

D.M.C.(P)'S CIRCULAR NO. 02 /VIII OF 2013-14 DATED : 05.04.2013

Sub : Preparation of ACR for all Group-A officers belonging to different cadres of the K.M.C from the year 2012-13.

The introduction of the evaluation system of Annual Confidential Report (ACR) for the Officers of the KMC was under consideration of the authority for sometime. After careful consideration of the matter, it has been decided that the ACR will be introduced initially for Group 'A' officers belonging to different cadres of the KMC from the year 2012-2013.

Format of ACR along with annexures (I and II) thereto is enclosed herewith for initiating the report as stated herein above.

The methodology of the proposed system will be as follows :

- 'Officer Reported Upon' will be all the Officers belonging to 'Group-A' category;
- 'Reporting Officer' will be either H.O.D/C.O /Principal Ch. Engineer/ Jt.M.C(G)/ Jt.M.C(R) for respectively, Officers working under H.O.Ds/ C.Os of K.M.C;
- 'Reviewing Officer' will be M-M-I-Cs of K.M.C;
- 'Accepting Officer' will be the Municipal Commissioner.

This order issues with the concurrence of Hon'ble Mayor.

Sd/-

(A.Bandyopadhyay)  
DMC (Personnel)

Encl : Format of ACR along with annexures (I and II).

D.M.C.(P)'S CIRCULAR NO. 03/VIII OF 2013-14 DATE : 06.04.2013

Pursuant to the order of Hon'ble Mayor dated 25.03.2013 on the recommendation of Municipal Commissioner dated 22.03.2013 it is notified for information to all concerned that the Chairmen of the Borough Councils of K.M.C have been entrusted to inspect Attendance Registers of all categories of employees of different offices of K.M.C situated within the Borough.

All Controlling Officers/ H.O.D.s are requested to take note of the above.

This Circular is issued with the Concurrence of the Hon'ble Mayor on the recommendation of Municipal Commissioner.

Sd/-

(A.Bandyopadhyay)  
DMC (Personnel)

D.M.C.(P)'S CIRCULAR NO. 04 / IIIA OF 2013-14 DATE : 12/04/2013

Pursuant to the resolution of M.I.C. , Item No M-61/P-3 dt.03/04/2013 , the remuneration of contractually engaged **Auto-Cad Draftsmen** working in K.M.C, is hereby increased to Rs. 15000/- (fifteen thousand only) per month consolidated from the existing amount of Rs. 12000/- (twelve thousand only) per month.

This is to take immediate effect.

The concerned H.O.D.'s /Controlling Officers are hereby requested to take necessary action accordingly.

Sd/-

(A.Bandyopadhyay)  
DMC (Personnel)

D.M.C.(P)'S CIRCULAR NO. 05/VIII OF 2013-14 DATE : 13/04/2013

Sub : Amendment of K.M.C Services (Common Cadre) Regulations.

On the recommendation of the M.I.C. dated 18.09.2012 the Corporation at its meeting held on 13.10.2012 approved amendment of the present Recruitment Regulations under Section 602 of the K.M.C Act for the different cadres under K.M.C General Service, KMC Sub-ordinate General Service and Security service except Manager Cadre under General Service.

The amendment as approved read as follows :

- I) Recruitment Regulations for the posts/cadre under KMC General Service and KMC Sub-ordinate General Service.

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<p><b>1. Chief-Manager</b> P.B - 4B Rs.28,000-52,000/- Grade Pay – Rs.7,600/-</p>	<p>By promotion from the posts borne in the Common Cadre for Manager.</p>	<p>By promotion from the post/cadre of Manager. There shall be a single gradation list for the post/cadre of Manager and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Manager. However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p><b>2. Deputy Manager</b> PB – 4A Rs.15,600-42,000/- Grade Pay – Rs.5,400/-</p>	<p>50% posts of the total cadre strength of Dy. Manager shall be filled up by promotion from the posts borne in the Common Cadre for the Asstt. Manager (Welfare Service) and Assistant Manager (General Service). <b>AND</b> 50% Posts of the total cadre strength of Dy. Manager shall be filled up by direct recruitment observing necessary formalities. <u>Qualification for direct recruitment</u> i) An Honours Degree from a recognized University or its equivalent. <b>OR</b> ii) A degree from a recognized University or its equivalent with 50% marks in degree examination. iii) Age not more than 37 years on the 1<sup>st</sup> January of the year of advertisement.  <u>Desirable</u> Passing the examination of ‘O’ Level in Computer Application approved by A.I.C.T.E. is desirable.</p>	<p>50% of the post/cadre of Dy. Manager shall be filled up by promotion from the post/cadre of Assistant Manager (General Service) and Assistant Manager (Welfare Service). There shall be a combined gradation list for the post/cadre of Assistant Manager (General Service) and Asst. Manager (Welfare Service) and seniority in the said combined gradation list shall be determined from the date of joining to the post/cadre of Asst. Manager (General Service and Welfare Service) respectively.  However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post. Inter se-seniority between direct recruit Dy. Managers and promote Deputy Managers shall be determined as per KMC Seniority Regulation in terms of Circular No. 13 of 1984-85 dt. 23.04.84 of the Personnel Deptt. <b>AND</b> 50% of the post/cadre of Deputy Manager shall be filled up by direct recruitment.</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
		<p><u>Qualification for direct recruitment</u></p> <p>i) An Honours Degree from a recognized University or its equivalent.</p> <p style="text-align: center;">OR</p> <p>ii) A degree from a recognize University or its equivalent with 50% marks in degree examination.</p> <p>iii) Age not more than 40 years on the 1<sup>st</sup> January of the year of advertisement.</p> <p style="text-align: center;"><u>Desirable</u></p> <p>Passing the examination of ‘O’ Level in Computer Application approved by A.I.C.T.E.</p>
<p>3. <b>Assistant Manager</b> PB – 4 Rs.9,000-40,500/- Grade Pay – Rs. 4,800/-</p>	<p>By promotion from the employees in combined gradation list of 2 (two) groups of posts - one group consisting for Inspector, H.A., S.H.G.Asstt., Jr. Asstt. and other group consisting of S.I. (Gr.-I), S.I.(Gr-II), Sr. Bailiff Cadre on the basis of the seniority being counted from the date of appointment or promotion in the lowest cadre of these groups excluding the direct recruitments in the intermediate position. Seniority of the direct recruits in the intermediate posts/position will be counted from the date of their joining. Provided they possess the minimum educational qualification of Madhyamik Examination of W.B. Board of Secondary Education or its equivalent.</p>	<p>By promotion from the post/cadre of Inspector.</p> <p>There shall be a single gradation list for the post / cadre of Inspector and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Inspector.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of Order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p>4. <b>Inspector</b> PB – 3 Rs.7,100-37,600/- Grade Pay – Rs.4100/-</p>	<p>By promotion from the employees in combined gradation lists of 2 (two) groups of posts – one group consisting of H.A., S.H.G. Asstt, and Jr. Asstt. cadres and other group consisting of S.I.(Gr:I), S.I.(Gr.II), Sr. Bailiff cadre on the basis of the seniority being counted from the date of appointment or promotion in the lowest cadre of these groups excluding the direct recruitments in the intermediate position. Seniority of the direct recruits in the Intermediate posts/position will be counted from the date of their joining. Provided they posses the minimum educational</p>	<p>By promotion from the post/cadre of Head Assistant and Sub-Inspector (Grade:I) possessing at least a pass in Madhyamik Examination from the W.B. Board of Secondary Education or its equivalent.</p> <p>There shall be a combined gradation list for the post/cadre of Head Assistant and Sub-Inspector(Gr:-I). Seniority in the said combined gradation list shall be determined from the date of joining to the post/cadre of Head Assistant and Sub-Inspector (Gr:-I) respectively.</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
	<p>qualification of Madhyamik Examination of W.B. Board of Secondary Education or its equivalent.</p>	<p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p><b>5. Head Assistant</b> PB – 3 Rs.7,100-37,600/- Grade Pay – Rs.3,900/-</p>	<p>By promotion from the employees in the combined gradation lists of S. G. H. Asstt. and Asstt. cadres. Seniority being counted from the date of appointment/promotion in the post of Asstt. cadre excluding the direct recruits in the intermediate position, if any. Seniority of the direct recruits in the intermediate posts will be counted from the date of their joining. Provided they possess the minimum educational qualification of Madhyamik Examination of W.B. Board of Secondary Education or its equivalent.</p>	<p>By promotion from the post/cadre of Upper Division Assistant.</p> <p>There shall be a single gradation list for the post/cadre of Upper Division Assistant and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Upper Division Assistant.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p><b>6. Upper Division Asstt.</b> P.B. – 3 Rs.7,100-37,600/- Grade Pay – Rs.3,600/-</p>	<p>By promotion from the employees in the common gradation lists of junior Asstt. Cadre. Seniority being counted from the date of appointment/promotion. Provided they possess the minimum qualification of Madhyamik Examination of W. B. Board of Secondary Education or its equivalent.</p>	<p>By promotion from the post/cadre of Junior Assistant having two years experience as such.</p> <p>There shall be a single gradation list for the post/ cadre of Junior Assistant and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Junior Assistant. Panel seniority shall be maintained in case of recruitment to the post/cadre of Jr. Assistant from a panel.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<p>7. <b>Junior Assistant</b> P.B – 2 Rs.5,400-25,200/- Grade Pay – Rs.2600/-</p>	<p>(i) 40% posts of the total cadre strength of Jr. Asstt. shall be filled up by selection on the basis of a departmental examination from the Corpn. Employees possessing Madhyamik Examination from the Board of Secondary Education, West Bengal or its equivalent.</p> <p>(ii) 30% posts of the total cadre strength of Jr. Asstt. shall be filled up from the dependants of the Corporation Employees died/invalided-in-harness possessing Madhyamik Examination Pass Certificate from the Board of Secondary Education, West Bengal or its equivalent. If the said certificate is obtained from any Board other than the Board of Secondary Education, West Bengal the candidate shall be required to appear in a Written Test, if the dependent did not pass the said Exam. in 2nd Division.</p> <p>(iii) 30% posts of the total cadre strength of Jr. Asstt. shall be filled up by direct recruitment observing necessary formalities. Provided not more than 5% out of the above 30% of posts of Jr. Asstt. can be filled up by direct recruitment of Players/ Sports Persons after observing necessary formalities as set out below.</p> <p><u>Qualification for direct recruitment</u></p> <p>(i) A pass in Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent.</p> <p>(ii) Age not more than 40 years on the 1st January of the year of advertisement.</p> <p>(iii) Provided that the maximum age limit in case of recruitment to the post of Jr. Assistant as players should be 25 years and the</p>	<p>(i) 40% posts of the total cadre strength of Jr. Asstt. shall be filled up by selection on the basis of a departmental examination from the Corporation employees possessing a pass in Madhyamik Examination from the W. B. Board of Secondary Education or its equivalent. Age not more than 50 years on the date of publication of notice for recruitment.</p> <p>(ii) 30% posts of the total cadre strength of Jr. Asstt. shall be filled up from the dependants of the Corporation employees for employment in KMC under Spl. Regulations.</p> <p>(iii) 30% posts of the total cadre strength of Jr. Asstt. shall be filled up by direct recruitment observing necessary formalities. Provided not more than 5% out of the above 30% of posts of Jr. Asstt. can be filled up by direct recruitment of Players/ Sports Persons after observing necessary formalities as set out below.</p> <p><u>Qualification for direct recruitment :</u></p> <p>(i) A pass in Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent.</p> <p>(ii) Age not more than 37 years on the 1st January of the year of advertisement.</p> <p>(iii) Provided the maximum age limit in case of recruitment as players should be 25 years and the educational qualification should be Madhyamik Pass only in case of recruitment of players as Jr. Asstt. The Players/ Sports Persons for such direct recruitment should have participated in tournaments/events/meets at the international/national or State level organised by a representative association/body in the concerned discipline; as prescribed in K. M. C (Recruitment</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
	<p>educational qualification should be Madhyamik Pass only. The Players/Sports Persons for such direct recruitment should have participated in tournaments –/events/ meets at the international/national or State level organised by a representative association/body in the concerned discipline; as prescribed in K.M.C (Recruitment of Sportsman) Special Regulation, 1986. Preference will be given to those players who have represented Mayor’s Team in National/International meets/events.</p> <p><u>Desirable</u> Working knowledge in Computer applications.</p>	<p>of Sportsman) Special Regulation, 1986. Preference will be given to those players who have represented Mayor’s Team in National/International meets/events.</p> <p><u>Desirable</u> Working knowledge in Computer applications.</p>
<p><b>8. Sub-Inspector (Gr : I)</b> P.B. – 3 Rs.7,100-37,600/- Grade Pay – Rs.3,900/-</p>	<p>By promotion from the employees in the combined gradation lists of Sub-Inspector, Sub-Inspector(Gr:II), Senior Bailiff (Gr.I &amp; II), Bailiff, Record Supplier, Orderly and Peon cadre, Seniority being counted from the date of appointment or promotion in the lowest cadre excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate post/ position will be counted from the date of their joining.</p> <p>Provided they possess the minimum educational qualification of Madhyamik Examination of W.B. Board of Secondary Education or its equivalent and having 10 years’ experience in K.M.C. Service.</p>	<p>By promotion from the post/cadre of Sub-Inspector.</p> <p>There shall be a single gradation list for the post/cadre of Sub-Inspector and seniority in the single gradation list shall be determined from the date of joining to the post/cadre of Sub-Inspector.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p><b>9. Sub-Inspector</b> P.B. – 3 Rs.7.100-37,600/- Grade Pay – Rs.3,600/-</p>	<p>By promotion from the employees in the combined Gr. List of Sr. Bailiff (Gr.II), Bailiff-I, S.I.-II, R.S., Orderly and Peon Cadres. Seniority being counted from the date of appointment or promotion in the lowest cadre excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate post/ position will be counted from the date of their joining. Providing they</p>	<p>By promotion from the post/cadre of Bailiff.</p> <p>There shall be a single gradation list for the post/cadre of Bailiff and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Bailiff.</p> <p>However, the seniority in the former post/cadre shall be maintained in the</p>

<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
	possess the minimum educational qualification of Madhyamik Examination of W.B. Board of Secondary Education or its equivalent and having 10 years' experience in K.M.C. Service.	next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.
<b>10. Bailiff</b> P.B. – 2 Rs.5,400-25,200/- Grade Pay – Rs.2,600/-	By promotion from the employees in the combined gradation list of Record Supplier, Sr. Peon/Orderly and Peon Cadre. Seniority being counted from the date of appointment or promotion in the lowest cadre excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate post/position will be counted from the date of their joining in such intermediate cadre along with the promotees.	By promotion from the post/cadre of Record Supplier.  There shall be a single gradation list for the post/cadre of Record Supplier and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Record Supplier.  However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.
<b>11.Sr. Bailiff (Gr:I)</b> P.B. - 3 Rs.7,100-37,600/- Grade Pay – Rs.3,900/-	By promotion from the employees the single gr. list of Bailiff, Sr.- Bailiff II, R.S., Sr. Peon and Peon Cadre. Seniority being counted from the date of appointment or Promotion in the lowest cadre excluding the direct recruits in the-intermediate position. Seniority of the direct recruits in the intermediate position will be counted from the date of their joining in such intermediate Cadre along- with the promotees.	The designation of “Senior Bailiff (Grade-I)” may be re-designated as “Sub-Inspector (Grade –I)” as both the posts carry identical pay scale and Grade Pay.
<b>12.Sr. Bailiff(Gr.II)</b> P.B. – 3 Rs.7,100-37,600/- Grade Pay – Rs.3,600/-	By promotion from the employees in the single gradation list of Record Supplier, Sr.Peon/Orderly and Peon Cadre. Seniority being counted from the date of appointment or promotion in the lowest cadre. Seniority being counted from the date of appointment or promotion in the lowest cadre excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate position will be counted from the date of their joining in such Intermediate Cadre along with the promotees.	The designation of “Senior Bailiff (Grade-II)” may be redesignated as “Sub-Inspector” as both the posts carry identical pay scale and Grade Pay.



<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
<p><b>13. Bailiff/ Sub-Inspector (Gr.II)</b> P. B. – 2 Rs.5,400-25,200/- Grade Pay – Rs.2,600/-</p>	<p>By promotion from the employees in the combined gradation list of Record Supplier, Sr. Peon/Orderly and Peon Cadre. Seniority being counted from the date of appointment or promotion in the lowest cadre excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate post/position will be counted from the date of their joining in such intermediate cadre along with the promotees.</p>	<p>The designation of “Bailiff/ Sub-Inspector (Grade-II)” may be redesignated as “Bailiff” as both the posts carry identical Pay Scale and Grade Pay.</p>
<p><b>14. Record-Supplier</b> P. B. – 2 Rs.5,400-25,200/- Grade Pay – Rs.2,100/-</p>	<p>By promotion from the employee in the combined gradation list of Orderly and Peon Cadre. Seniority being counted from the date of appointment or promotion in the lowest cadres excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate position will be counted from the date of their joining in such intermediate cadre along with the promotees.</p>	<p>By promotion from the post/cadre of Orderly.</p> <p>There shall be a single gradation list for the post/cadre of orderly and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Orderly.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of Order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p><b>15. Orderly</b> P.B. – 2 Rs.5,400-25,200/- Grade Pay – Rs.1,900/-</p>	<p>By promotion from the employees in the combined gradation list of Peon.</p>	<p>By promotion from the post/cadre of Peon.</p> <p>There shall be a single gradation list for the post/cadre of Peon and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Peon.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>

<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
<p>16. Peon P.B. – 1 Rs.4,900-16,200/- Grade Pay – Rs.1,800/-</p>	<p>By direct recruitment observing necessary formalities.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>i) Class VIII pass Certificate from a Govt. recognized school. ii) Age not more than 35 years on the 1<sup>st</sup> January of the year of advertisement. iii) Provided maximum 50 percent of vacancy of this post will be recruited from died-in-harness cases and 50 percent of vacancy will be filled from outside applicants on completion of normal formation.</p>	<p>By appointment from the dependants of the Corporation employees for employment in K.M.C under special Regulations and/or by direct recruitment after advertisement.</p> <p><b>Qualifications for recruitment :</b></p> <p>i) A pass in Class-VIII examination from a Govt. recognized School. ii) Age not more than 40 years on the 1<sup>st</sup> January of the year of advertisement. No age limit for candidates to be appointed under Special Regulations.</p>

II) KMC Security Service.

<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
<p>1. <b>Chief Security Officer</b> P. B – 4B Rs.28000-52000/- Grade Pay – Rs.7600/-</p>	<p>The post of Chief Security Officer will be filled up by a State Govt. deputationist in the rank of Supdt. of Police/Dy. Commr. of Police/ Addl. Supdt. of Police (an IPS Officer)</p>	<p>The post of Chief Security Officer will be filled up by a State Govt. deputationist in the rank of Supdt. of Police/Dy. Commr. of Police/ Addl. Supdt. of Police (an IPS Officer)</p>
<p>2. <b>Security Officer</b> P.B- 4A Rs.15600-42000/- Grade Pay – Rs.5400/-</p>	<p>By promotion from the employees in combined gradation list of Dy. Security Officer, Asstt. Security Officer and Sergeant Cadres.</p> <p>Seniority being counted from the date of appointment or promotion in the Dy. Security Officer cadre excluding the direct recruits in the intermediate cadres. Seniority of the direct recruits in the intermediate cadres will be counted from the date of their joining.</p> <p>Provided that every alternative vacancy shall be filled up by direct recruitment/by the deputationist by observing necessary formalities.</p>	<p>By promotion from the post/cadre of Dy. Security Officer.</p> <p>Provided that every alternative vacancy shall be filled up by direct recruitment/ by deputation after observing necessary formalities.</p> <p>There shall be a single gradation list for the post/cadre of Dy. Security Officer. and seniority in the said gradation list shall be determined from the date of joining to the post/ cadre of Dy. Security Officer.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion,</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
	<p><b><u>Qualification for direct recruitment :</u></b>  (1) Must be a junior Commissioned Officer of the Indian Army, Navy or Air-force.  (2) Age not more than 35 Years on the 1<sup>st</sup> January of the year of advertisement.</p> <p style="text-align: center;"><b>OR</b></p> <p>The post of Security Officer may be filled up by a deputationist from the State Govt. in the rank of Dy. Supdt./Asstt. Commr. of Police of W.B./Kolkata.</p> <p>A retired police officer in the above noted rank may also be considered for such appointment, if necessary.</p>	<p>otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p> <p><b>Qualification for direct recruitment :</b>  (1) Must be a Junior Commissioned Officer of the Indian Army, Navy or Air-force.  (2) Age not more than 40 Years on the 1<sup>st</sup> January of the year of advertisement.</p> <p style="text-align: center;"><b>OR</b></p> <p>The post of Security Officer may be filled up by a deputationist from the State Govt. in the rank of Dy. Supdt./Asstt. Commissioner of Police of W.B./Kolkata. A retired Police Officer in the above noted rank may also be considered for such appointment, if necessary.</p>
<p>3. <b>Dy. Security Officer</b>  P. B. – 4  Rs. 9000-40500/-  Grade Pay –  Rs.4800/-</p>	<p>By promotion from the employees in the combined gradation list of Assistant Security Officer and Sergeant Cadres. Seniority being counted from the date of appointment or promotion in the Asstt. Security Officer cadre excluding the direct recruits in the intermediate cadres. Seniority of the direct recruits in the intermediate cadres will be counted from the date of joining.</p>	<p>By promotion from the post/cadre of Asstt. Security Officer.</p> <p>There shall be a single gradation list for the post/cadre of Assistant Security Officer and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Assistant Security Officer.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p>4. <b>Asstt. Security Officer</b>  P. B. – 4  Rs.9000-40500/-  Grade Pay –  Rs.4400/-</p>	<p>By promotion from the post borne in the common cadre for Sergeant. Seniority will be counted from the date of appointment to the post of Sergeant.</p>	<p>By promotion from the post/cadre of Sergeant.</p> <p>There shall be a single gradation list for the post/cadre of Sergeant and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Sergeant. However, the seniority in the former</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
		post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.
<p>5. <b>Sergeant</b> P.B. – 3 Rs.7100-37600/- Grade Pay – Rs.4100/-</p>	<p>50% posts of the total cadre strength of Sergeant shall be filled up by promotion from the employees in the combined gradation list of Asstt. Sergeant Cadres. Security Asstt. (Gr-I), Security Assistant (Gr-II), Security Assistant (Grade III) and Security Assistant (Gr IV) Cadre. Seniority being counted from the date of appointment or promotion in the Asstt. Sergeant cadre of excluding the direct recruits in the intermediate Cadres will be counted from the date of their joining.</p> <p>Provided they possess the minimum educational qualification of Madhyamik Examination Pass from the Board of Secondary Education, West Bengal or its equivalent.</p> <p style="text-align: center;">AND</p> <p>50% posts of the total Cadre strength of Sergeant shall be filled up by direct recruitment observing necessary formalities.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>i) H.S. Examination Pass Certificate from the Council of Higher Secondary Education, West Bengal or its equivalent.</p> <p>ii) Height 5'7" Chest 34" (Bare body with Arms down)</p> <p>iii) Preference will be given to Ex-Military/Ex-Armed Police/Ex-national Volunteer force Personnel.</p> <p>iv) Age not more than 35 years on the 1<sup>st</sup> January of the year of advertisement.</p>	<p>50% posts of the total cadre strength of Sergeant shall be filled up by promotion from the post/cadre of Asstt. Sergeant possessing at least a pass in Madhyamik Examination from the W.B Board of Secondary Education or its equivalent.</p> <p>There shall be a single gradation list for the post/cadre of Asstt. Sergeant and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Asstt. Sergeant.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p> <p style="text-align: center;">AND</p> <p>50% posts of the total cadre strength of Sergeant shall be filled up by direct recruitment observing necessary formalities.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>i) A pass in H.S. Examination from the West Bengal Council of Higher Secondary Education, or its equivalent.</p> <p>ii) Height 5'7", Chest 34" (Bare body with Arms down).</p> <p>iii) Preference will be given to Ex-Military/Ex-Armed Police/Ex-National Ex-Volunteer Force Personnel.</p> <p>v) Age not more than 40 years on the 1<sup>st</sup> January of the year of advertisement.</p>

<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
<p>6. <b>Asstt. Sergeant</b> P.B. – 3 Rs.7100-37600/- Grade Pay – Rs. 3900/-</p>	<p>By promotion from the employees in the combined gradation list of Security (Gr.I), Security Asstt. (Gr.II), Security Asstt. (Gr.III) and Security Asstt. (Gr.IV) Cadre, seniority being counted from the date of appointment or promotion in the lowest cadre excluding the direct recruits in the intermediate cadres. Seniority of the direct recruits in the intermediate Cadres will be counted from the date of their joining.</p>	<p>By promotion from the post/cadre of Security Assistant (Gr.-I)</p> <p>There shall be a single gradation list for the post/cadre of Security Asstt. (Gr.-I) and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Security Assistant (Gr.-I).</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p>7. <b>Security Assistant (Gr.I)</b> P.B. – 3 Rs.7100-37600/- Grade Pay – Rs. 3600/-</p>	<p>By promotion borne in the combined gradation list of Security Asstt. (Gr-II), Security Asstt. (Grade-III) and Security Asstt. (Grade-IV) Cadres, seniority will be counted from the date of appointment in the Security Asstt. (Gr.-II).</p>	<p>By promotion from the post/cadre of Security Assistant (Gr.-II).</p> <p>There shall be a single gradation list for the post/cadre of Security Assistant (Gr.-II) and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Security Assistant (Gr.-II).</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p>8. <b>Security Assistant (Gr. II)</b> P.B. – 2 Rs.5400-25200/- Grade Pay – Rs. 2600/-</p>	<p>By promotion from the posts borne in the combined gradation list of Security Asstt. (Gr.-III) and Security Asstt. (Gr.-IV) Cadres, seniority will be counted from the date of appointment in the post Security Asstt. (Gr.-III).</p>	<p>By promotion from the post/cadre of Security Assistant (Gr.-III).</p> <p>There shall be a single gradation list for the post/cadre of Security Assistant (Gr.-III) and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Security Assistant (Gr.-III).</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date</p>

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<p>9. <b>Security Assistant (Gr.-III)</b> P. B. – 2 Rs.5400-25200/- Grade Pay – Rs. 2100/-</p>	<p>By promotion from the posts borne in the combined gradation list of Security Assistant. Security Asst. (Gr.-IV) Cadres seniority will be counted from the date of appointment in the Security Services.</p>	<p>of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p> <p>By promotion from the post/cadre of Security Assistant (Gr.-IV).</p> <p>There shall be a single gradation list for the post/cadre of Security Assistant (Gr.-IV) and seniority in the said gradation list shall be determined from the date of joining to the post/cadre of Security Assistant (Gr.-IV).</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p>10. <b>Security Assistant (Gr.IV)</b> P. B. – 1 Rs.4900-16200/- Grade Pay – Rs. 1800/-</p>	<p>Only by direct recruitment observing necessary formalities.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>i) Class VIII pass Certificate from a Govt. recognized School.</p> <p>ii) Candidates shall be physically fit for discharging arduous nature of duties and capable of using fire arms.</p> <p>Preference will be given to Ex-military, Ex-Armed Police or Ex-National Volunteer force personnel.</p> <p>iii) Age not more than 35 years on the 1<sup>st</sup> January of the year of advertisement.</p>	<p>Only by direct recruitment observing necessary formalities.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>i) A pass in Class–VIII examination from a Govt. recognized School.</p> <p>ii) Candidates shall be physically fit for discharging arduous nature of duties and capable of using fire arms.</p> <p>Preference will be given to Ex-military, Ex-Armed Police or Ex-National Volunteer Force Personnel.</p> <p>iii) Age not more than 40 years on the 1<sup>st</sup> January of the year of advertisement.</p>

Sd/-  
(A.Bandyopadhyay)  
DMC (Personnel)

CORRIGENDUM 1 OF DMC(P)'S CIRCULAR NO. 5/VIII OF 2013-14 DATE : 13.04.2013

K.M.C. Services (Common Cadre) Regulations was approved by the recommendation of the M-I-C dt. 18.09.2012 and Corporation Meeting dt. 13.10.2012. This regulation was published vide D.M.C.(P)'s Circular NO. 5 /VIII of 2013-14 dt. 13.04.2013.

But in respect of Recruitment Regulation for 'Direct Recruitment' to the post of Dy. Manager, required age was shown "not more than 40 years on the 1<sup>st</sup> January of the year of advertisement." It will be treated in the following manner :

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<p><b>Deputy Manager</b> PB-4A Rs.15,600-42,000/- Grade Pay – Rs. 5,400/-</p>	<p>50% posts of the total cadre strength of Dy. Manager shall be filled up by promotion from the posts borne in the Common Cadre for the Asstt. Manager (Welfare Service) and Assistant Manager (General Service).</p> <p style="text-align: center;">AND</p> <p>50% Posts of the total cadre strength of Dy, Manager shall be filled up by direct recruitment observing necessary formalities.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>1. An Honours Degree from a recognized University or its equivalent.</p> <p style="text-align: center;">OR</p> <p>2. A degree from a recognized University or its equivalent with 50% marks in degree examination.</p> <p>3. Age not more than 40 years on the 1<sup>st</sup> January of the year of advertisement.</p> <p style="text-align: center;"><u>Desirable</u></p> <p>Passing the examination of 'O' Level in Computer Application approved by A.I.C.T.E. is desirable.</p>	<p>50% of the post/cadre of Deputy Manager shall be filled up by promotion from the post/cadre of Asst. Manager (General Service) and Asst. Manager (Welfare Service).</p> <p>There shall be a combined gradation list for the post/cadre of Assistant Manager (General Service) and Asst. Manager (Welfare Service) and seniority in the said combined Gradation List shall be determined from the date of joining to the post/cadre of Asst. Manager (General Service and Welfare Service) respectively.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p> <p>Inter seniority between direct recruit Dy. Managers and promotee Dy. Managers shall be determined as per KMC Seniority Regulation in terms of Circular No. 13 of 1984-85 dt. 23.04.84 of the Personnel Deptt.</p> <p style="text-align: center;">AND</p> <p>50% of the post/cadre of Deputy Manager shall be filled up by direct recruitment.</p> <p><b><u>Qualification for direct recruitment :</u></b></p> <p>i) An Honours Degree from a recognized University or its equivalent.</p>

		<p style="text-align: center;">OR</p> <p>ii) A degree from a recognized University or its equivalent with 50% marks in degree examination.</p> <p>iii) Age not more than 37 years on the 1<sup>st</sup> January of the year of advertisement.</p> <p style="text-align: center;"><b>Desirable</b></p> <p>Passing the examination of 'O' Level in Computer Application approved by AICTE.</p>
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This rectification is done as per order of the authority.

Sd/-  
(A.Bandyopadhyay)  
DMC (Personnel)

DMC(P)'S CIRCULAR NO. 20 OF 2013-14 DATE : 07.05.2013

In terms of the resolution of Mayor-in-Council adopted in its meeting held on 03.04.2013 (vide item no.M-61/P-1) duly approved by the Corporation dated 23.04.2013 (vide agenda no. 36<sup>th</sup>, item no.13), it has been decided that some Sub-Assistant Engineers in Civil & Mechanical streams will be recruited from amongst the eligible in-house employees of the KMC by way of a departmental examination/interview by a Selection Committee of the KMC shortly.

Accordingly, applications in plain paper are invited from the interested KMC employees possessing the following eligibility criteria :

- i) A Certificate in Diploma in Civil/Mechanical Engineering discipline from the State Council for Engineering & Technical Education West Bengal or its equivalent.  
And such qualification must be recorded in the Service Book of the employee as on the date of issue of this notice. Employees who have not recorded their qualification in the Service Book on or before that date shall not be eligible to apply.
- ii) The applicant must be currently working in a technical or non-technical post having a lower pay scale than that of the post of SAE ie Pay Band-4, Rs. 9000- 40500/-, Grade Pay Rs. 4400/-.
- iii) Age of the candidate shall not be more than 50 (fifty) years as on 01.01.2013.

Intending KMC employees fulfilling above criteria are requested to apply through their Controlling officers/Heads of the Departments on or before 31.05.2013 in the following prescribed proforma :

To  
The Municipal Commissioner  
The Kolkata Municipal Corporation  
5, S.N. Banerjee Road, Kolkata - 700 013

Sir,

With reference to the Circular No. \_\_\_\_\_ dated, I would like to offer myself as a candidate for the post of Sub-Assistant Engineer \_\_\_\_\_ (Civil/Mechanical) in the Kolkata Municipal Corporation as an in-house employee.



My Bio-Data is given below for favour of your kind consideration.

1. Name :
2. Employee\_Id No. :
3. Father's name/ Husband's name :
4. Date of Birth( as recorded in S/Book) :
5. Age as on 01.01.2013:
6. Date of joining in the KMC :
7. Name of present Department :
8. Present Designation :
9. Present Pay Band :
10. Present Grade Pay :
11. Qualification (mention only Diploma in Engineering) :
12. Date of approval of the authority for recording above qualification in S/Book (attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD) :
13. Whether SC/ST/BC/PH\* (If yes, attach copy of the page of S/Book duly endorsed by the Controlling Officer/HOD) :

\* Physically handicapped candidates having hearing impairment up to 50% may apply only.

I do hereby solemnly declare and affirm that the information furnished above are true to the best of my knowledge and belief.

Date :

Full signature of the candidate

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 31.05.2013 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)  
DMC (Personnel)

DMC(P)'S CIRCULAR NO. 21/VIII OF 2013-14 DATE : 14.05.2013.

Sub : Modification of the Recruitment Regulation to the post of Dy. Ch. MpL Health Officer under Health Deptt.

On the recommendation of the M.I.C. dated 03.04.2013 vide Item No. MOA-61.9 the Corporation at its meeting held on 23.04.2013 approved the modification of the 'Promotion' clause

laid down in the Recruitment Regulation for the post of Dy. Ch. Mpl. Health Officer vide D.M.C(HQ)'s Circular No. 13 Of 1998-99 dt. 16.05.1998.

The said modification is as follows :

<b>Existing Recruitment Regulation for promotion to the post of Dy. Ch. Mpl. Health Officer as per D.M.C(HQ)'s Circular No. 13 of 1998-99 dt. 16.05.1998</b>	<b>Modified Recruitment Regulation for promotion to the post of Dy. Ch. Mpl. Health Officer as per the resolution of Corporation Dt. 23.04.2013</b>
By promotion from the post borne in the common cadre of the Executive Health Officer having six years experience as such will be eligible on the basis of service seniority as reflected in the gradation list subject to reservation as per Govt, policy.	By promotion from the post borne in the common cadre of the Executive Health Officer having two years experience of serving in the feeder post as Executive Health Officer subject to reservation as per Govt, policy.

Remaining part of the Recruitment Regulation for the post of Dy. Ch. Mpl. Health Officer as laid down in D.M.C(HQ)'s Circular No. 13 Of 1998-99 dt. 16.05.1998 shall remain unchanged.

Sd/-  
(A.Bandyopadhyay)  
DMC (Personnel)

D.M.C.(P)'S CIRCULAR NO. 23/VIII OF 2013-14 DATE : 20/05/2013.

Sub : Modification of Circular No. 02/ VIII of 2013-14 dated 05.04.2013, on introduction of ACR for Gr. 'A' officers in the KMC.

Attention of all concerned is hereby drawn towards D.M.C.(P)'s Circular No. 02/ VIII of 2013-14, dated 05.04.2013 on the subject of introduction of Annual Confidential Report (ACR) for category 'A' Officers of the KMC from the reporting year 2012-13.

However, on further review of the matter by the authority and for the sake of better understanding and transparency in the methodology of reporting system the said Circular is partially modified in the manner stated below :

<b>Cadre/Post Reported upon</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>	<b>Accepting Officer</b>
Ch. Mpl. Engineer	Joint Municipal Commissioner	Municipal Commissioner	Hon'ble Mayor
D. G. (Civil/Elec/Mech)	Joint Municipal Commissioner	Municipal Commissioner	Hon'ble Mayor
Controlling Officer	Joint Municipal Commissioner	Municipal Commissioner	Hon'ble Mayor
Head of the Department (HoD)	Controlling Officer	Joint Municipal Commissioner	Municipal Commissioner
'Gr. A' officers below the rank of HoD	HoD	Controlling Officer	Joint Municipal Commissioner

Role of MMICs as 'Reviewing Officer' for this purpose is since dispensed with.

2. The Format of ACR enclosed with the previous Circular referred above is also revised and supplied herewith. The ACR consists of Part I to V including Annexure I (Part III) and Annexure II (Part IV and V). Henceforth, the ACR shall be raised in the revised format.
3. An instruction for raising and reporting of ACR is also enclosed herewith for overall guidance.

This order issues with the concurrence of Hon'ble Mayor.

Sd/-  
(A.Bandyopadhyay)  
DMC (Personnel)

- Encls :** 1. Format of ACR as stated in Sl. No.2 above.  
2. Instructions as stated in Sl. No. 3 above.

D.M.C.(P)'S CIRCULAR NO.24/VIII OF 2013-14 DATE : 22/05/2013

**Sub :** Partial modification for promotion to the post of Inspector, Sub-Inspector(Gr-I) and Sub-Inspector from the post of HA/SI(Gr.I), Sub-Inspector and Bailiff respectively of K.M.C General and Sub-ordinate General Service(Common Cadre) Regulations.

Pursuant to the order of the Mpl. Commissioner dated 20.05.2013 and concurrence of the Hon'ble Mayor dated 21.05.2013, the partial modification of the present Recruitment Regulations under Section 602 of the K.M.C Act for promotion to the post of Inspector, Sub-Inspector (Gr:I) and Sub-Inspector cadres under K.M.C General and Sub-ordinate General Service are furnished below.

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<p><b>1. Inspector</b> P.B. – 3 Rs.7,100-37,600/- Grade Pay – Rs.4100/-</p>	<p>By promotion from the post/cadre of Head Assistant and Sub-Inspector (Grade:I) possessing at least a pass in Madhyamik Examination from the W.B. Board of Secondary Education or its equivalent.</p> <p>There shall be a combined gradation list for the post/cadre of Head Asst. and Sub-Inspector(Gr:-I). Seniority in the said combined gradation list shall be determined from the date of joining to the post/cadre of Head Assistant and Sub-Inspector(Gr.-I) respectively.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>	<p>By promotion from the post/cadre of Head Asst. and Sub-Inspector (Gr.-I) possessing at least a pass in Madhyamik Examination from the W.B. Board of Secondary Education or its equivalent.</p> <p>There shall be a combined gradation list for the post/cadre of Head Asst. and Sub-Inspector(Gr. - I).</p> <p>Seniority in the said combined gradation list shall be determined from the date of joining to the post/cadre of Junior Asst. and Bailiff respectively.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>

<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
<p><b>2. Sub-Inspector (Gr. - I)</b> P. B. – 3 Rs.7,100-37,600/- Grade Pay – Rs.3,900/-</p>	<p>By promotion from the post/cadre of Sub-Inspector.</p> <p>There shall be a single gradation list for the post/cadre of Sub-Inspector and seniority in the single gradation list shall be determined from the date of joining to the post/cadre of Sub-Inspector.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>	<p>By promotion from the post/cadre of Sub-Inspector according to seniority.</p> <p>There shall be a single gradation list for the post/cadre of Sub-Inspector and seniority in the single gradation list shall be determined from the date of joining to the post/cadre of Sub-Inspector.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>
<p><b>3. Sub-Inspector</b> P.B. – 3 Rs.7,100-37,600/- Grade Pay – Rs.3,600/-</p>	<p>By promotion from the post/cadre of Bailiff.</p> <p>There shall be a single gradation list for the post/cadre of Bailiff and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Bailiff.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>	<p>By promotion from the post/cadre of Bailiff at the ratio of 2:3(i.e. two from qualified and 3 from non-qualified Bailiff).</p> <p>In case of non availability of qualified Bailiff for promotion to the S.I. cadre, upto 50% of the resultant vacancy shall be filled up by the Non-qualified Bailiff.</p> <p>There shall be a single gradation list for the post/cadre of Bailiff and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Bailiff.</p> <p>However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion, otherwise seniority will be fixed on the basis of the date of joining in the promotional post.</p>

Sd/-  
(A.Bandyopadhyay)  
DMC (Personnel)

D.M.C(P)'S CIRCULAR NO. 27/VIII OF 2013-14 DATE : 28/05/2013

Sub : Modification in Recruitment Regulations for the posts/cadre of Manager under K.M.C General Service.

Pursuant to the order passed by Hon'ble Justice, Sri Jayanta Kumar Biswas, the Corporation at its meeting held on 23/05/2013 on recommendation of M-I-C dated 07.05.2013 vide item no. M64/P-1 approved the proposed Recruitment Regulations under Section 602 of the K.M.C Act 1980 for the post of Manager as follows :

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<p><b>Manager</b> P. B. – 4A Rs.15,600-42,000/- Grade Pay – Rs.6,600/-</p>	<p>By promotion from the employees in combined gradation lists of 2 (two) groups of posts, one group consisting of Deputy Manager, Asstt. Manager, Asstt. Manager (Welfare), Inspector, H.A., S.H.G.Asstt., Asstt., Jr. Asstt., Typist Cadres and other group consisting of Sub-Inspector (Gr.I &amp; II), Sr. Bailiff (Gr.I &amp; II), Bailiff (Gr.I &amp; II) on the basis of seniority, being counted from the date of appointment or promotion in the lowest cadre of these groups excluding the direct recruits in the intermediate position. Seniority of the direct recruits in the intermediate posts/ position will be counted from the date of their joining.</p> <p>Provided they possess the minimum educational qualification of Madhyamik pass certificate from W.B. Board of Secondary Education or its equivalent. Provided that 1/3 posts of the Manager Cadre will be filled up from the direct recruited Dy. Managers having 6(six) years experience on the basis of seniority among themselves only and 2/3 of the posts of Manager Cadre will be filled up on the basis of combined list of the two above said groups i.e. from Jr. Asstt./Typist to Dy. Manager, Asstt.Manger (welfare) and Bailiff (Gr.-II) to Sub-Inspector fulfilling the above qualification criteria.</p>	<p>By promotion from the post/cadre of Dy. Manager. There shall be a single gradation list for the post/cadre of Dy. Manager and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Dy. Manager provided that seniority of direct recruit managers, promottee deputy managers and inter-se seniority amongst direct recruit and promottee Dy. Managers shall be determined as per Circular no. 13 of 1984-85, dated 23.04.1984.</p> <p>Direct recruit Deputy. Managers shall have six years experience in the post of Dy. Manager for promotion to the next higher post.</p>

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

D.M.C(P)'S CIRCULAR NO. 29/VIII/ 2013-14 DATE : 30/05/2013

Sub : Revision of rate of Conveyance Allowance/ Travelling Allowance in respect of certain categories of employees of the Kolkata Municipal Corporation.

The matter of revision of the enhancement of existing rates of Conveyance Allowance/ Travelling allowance in respect of certain categories of employees of the Corporation was under consideration of competent authority for some time past. After considering all aspects, the authority decided to allow the enhancement of existing rate as follows :

<b>Grade Pay</b>	<b>Existing Rate</b>	<b>New Rate</b>
G.P Rs. 4800/- – 8900/-	Rs. 270/-	Rs. 500/-
G.P Rs. 4100/- – 4700/-	Rs. 220/-	Rs. 400/-
G.P Rs. 2600/- – 3900/-	Rs. 180/-	Rs. 350/-
G.P Rs. 1900/- – 2300/-	Rs. 150/-	Rs. 300/-
G.P Rs. 1700/- – 1800/-	Rs. 140/-	Rs. 250/-

This will take effect from 01/06/2013.

This Circular issues with the concurrence of the Hon'ble Mayor on 29/05/2013.

Sd/-  
Jt. Mpl. Commissioner (G)

DMC(P)'S CIRCULAR NO. 42/IIIA OF 2013-14 DATE : 26.06.2013

Pursuant to the order of the Mpl. Commissioner, dt. 19.06.2013, the revised salary structure with E.S.I & E.P.F deduction for Data Entry Operator/Computer Operator under Central Pool is furnished below :

Basic Wages per month	6944.00
E.S.I (4.75%)	329.84
E.P.F (12%)	833.28
E.D.L.I (0.50%)	34.72
Admn. Charge ( 1.11%)	77.08
Total (A)	8218.92
Agency Charge ( 10%)	821.89
Total (B)	9040.81
Service Tax (C)	As would be applicable as per Govt, rules
Grand Total	(B + C)

The revised salary is to take effect from 01.01.2013.

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. 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.

Controlling Officer / HOD of the concerned department is to take necessary action accordingly.

**All the other Terms and Conditions of engagement as Computer Operator / Data Entry Operator through Central pool will remain unchanged.**

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

DMC(P)'S CIRCULAR NO. 43 OF 2013-14 DATE : 26.06.2013

In partial modification of DMC(P)'s Circular No. 88/ 2012-2013, dated 19/03/13 , it is hereby brought to the notice of all concerned that the particulars regarding show-cause notices served upon the employees of the Kolkata Municipal Corporation may not be entered in the Service Book records of the incumbent, but those notices , if served , should be kept in the personal file of the concerned employee.

It is pertinent to mention here that recording of information related to imposition of punishment, in the Service Book of the incumbent, as an outcome of departmental proceedings, as is done now, should be followed strictly, without fail.

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

D.M.C.(P)'S CIRCULAR NO. 43/VIII OF 2013-14 DATE : 06.07.2013

The Schedule of Establishment of the K.M.C. is a very important document as it reflects the designation / posts, sanctioned strength, pay scale, B.I. Code etc. of a particular Deptt. It is prepared and placed every year for approval of the Corporation after making thorough scrutiny and revision by the Personnel Deptt.

However, despite best of effort to make the Schedule of Establishment a truthful reflection of the current status of staff position of a department, some mistake, albeit, unintentionally and sometimes for want of information or documents creeps in which is quite undesirable.

Now, therefore, to make the Schedule of Establishment of the forthcoming financial year as much as correct in every possible way, concerned departments are requested to make a thorough scrutiny of the relevant part of Schedule of Establishment in respect of their Deptt. and make necessary rectification/revision therein (Budget Code, Designation, Pay Scale, Sanction Strength), if any.

After doing the needful on their part, all the departments are requested to send the rectified/ revised copy of the Schedule of Establishment to the Personnel Deptt. on or between **30.08.2013** so that it may be placed before the authority for perusal and approval for the year 2014-15.

In case, no rectification/revision is required in the Schedule of Establishment, a report stating the same shall be sent to the Personnel Deptt. on or before the above mentioned date.

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

DMC(P)'S CIRCULAR NO. 44 /IVC/2013-14 DATE : 02/08/2013

Sub : Spl. Regulation Cases.

It has come to the notice of the authorities that the concerned Deptts. are causing unusual delay to deal with the cases of Spl. Regulations as well as to forward the cases to Personnel Deptt for required processing of the same.

Hence forth, it is stated for information of all concerned Controlling Officers/Head of Deptt. that the Spl. Regulation files are to be sent to Personnel Deptt. after observing all kind of formalities including enquiry (wherever is required/felt by the HoD/Controlling Officer) within one month from the date of receipt of prayer for employment in terms of Spl. Regulations so that the related cases be expedited without causing delay.

This issues with approval of MC dated 02.08.2013.

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

D.M.C.(P)'S CIRCULAR NO. 51/VIII OF 2013-14 DATE : 21.08.2013

Sub : Creation of 4 (four) posts of Ex. Engineer (Electrical) in Lightning and Electricity Deptt. by abolition of 4 Nos. of Lift Operator and 8 Nos. Wireless Operator of Lightning and Electricity Deptt.

The matter of creation of posts of Ex. Engineer (Electrical) in the Pay Band – 4A, (Rs.15,600 – 42,000/-) and Grade Pay Rs. 6,600/- for proper exercise of supervision, control and monitoring of the activities of electrical related matters over a large number of arrears in different Boroughs in the K.M.C. including the newly added arrears of Joka-I & II with the K.M.C. was under the consideration of authority of this corporation.

After careful consideration of the matter, The Kolkata Municipal Corporation at its meeting dt. 25.06.2013 (vide Agenda No. 38 and Item No. 05) on recommendation of Mayor-in-Council dated 28.05.2013 approved the creation of 4 posts of Ex. Engineer (Electrical) in the Pay Band – 4A (Rs. 15,600 – 42,000/-) and Grade Pay Rs. 6,600/- in Lighting and Electricity Deptt. by abolition of 4 Nos. of Lift Operator and 8 Nos. Wireless Operator of Lightning & Electricity Deptt.

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

D.M.C (P)'S CIRCULAR NO. 56/VIII/ 2013-14 DATE : 05.09.2013

Sub : Extension of the benefit of “Child Care Leave” in favour of female K.M.C. employees in line with the benefits extended to female state Govt. employees.

The Corporation at its meeting held on 27.08.2013 (vide Item No. 6 dated 27.08.2013) on the recommendation of Mayor-In-Council (vide Item No. M-69P/2 dated 02.08.2013) has decided to extend the benefit of “Child Care Leave” **for a maximum period of 730 days (two years) during the entire service period of female employees** for taking care of upto two children to his/ her age of 18 years whether for rearing or to look after their needs like examination, sickness etc, subject to the following conditions :

- i) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- ii) It may not be granted in more than 3 (three) spells in a calendar year.
- iii) It may not be granted for less than 15 days and more than 45 days in a spell.
- iv) “Child Care Leave” shall not be debited against the leave account.
- v) It may be combined with leave of the kind due and admissible.
- vi) “Child care Leave” should not ordinarily be granted during the probation period except in case of certain extreme situations, where the leave sanctioning authority is fully satisfied about the need of “Child Care Leave” to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.



- vii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning “Child Care Leave”.
- viii) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
- ix) The benefit of “Child Care Leave” will also be extended to female K.M.C. employees who legally adopted child provided total number of children of such female employee including the adopted child are not more than two.

The above benefit shall take immediate effect.

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

D.M.C(P)’S CIRCULAR NO. 61/VIII OF 2013-14 DATE : 27/09/2013

Sub : Modification in Recruitment Regulations for the posts/cadre of Chief Manager under K.M.C General Service.

The Corporation at its meeting held on 23/05/2013 on recommendation of M-I-C dated 14.05.2013 vide Item no. M65/P-2 approved the proposed Recruitment Regulations under Section 602 of the K.M.C Act 1980 for the post of Chief Manager as follows :

Name of the Post/Cadre	Existing Recruitment Regulations	Proposed Recruitment Regulations
<b>Chief-Manager</b> P.B. – 4B Rs.28,000 - 52,000/- Grade Pay – Rs.7,600/-	By promotion from the post/cadre of Manager. There shall be a single gradation list for the post/cadre of Manager and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Manager.  However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion. otherwise seniority will be fixed on the basis of the date of joining in the promotional post.	By promotion from the post/cadre of Manager. There shall be a single gradation list for the post/cadre of Manager and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Manager.  However, the seniority in the former post/cadre shall be maintained in the next promotional post/cadre if the date of joining is within two months from the date of order of promotion otherwise seniority will be fixed on the basis of the date of joining in the promotional post.  Eligible candidates should have not less than 5(five) years experience at the post of Manager for promotion to the post of Ch. Manager.

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

D.M.C(P)'S CIRCULAR NO. 62/VIII OF 2013-14 DATE : 27/09/2013

Sub : Modification in Recruitment Regulations for the posts/cadre of Manager from promotee Dy.Manager under K.M.C General Service.

The Corporation at its meeting held on 25.09.2013 (Item No. 9, Agenda No.41) on recommendation of M-I-C, dated 06.09.2013 vide item no. M71/P-2 approved the proposed Recruitment Regulations under Section 602 of the K.M.C Act 1980 for the post of Manager as follows :

<b>Name of the Post/Cadre</b>	<b>Existing Recruitment Regulations</b>	<b>Proposed Recruitment Regulations</b>
<b>Manager</b> P. B. – 4A Rs.15,600-42,000/- Grade Pay – Rs.6,600/-	<p>By promotion from the post/cadre of Deputy Manager. There shall be a single gradation list for the post/cadre of Dy. Manager and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Deputy Manager provided that seniority of direct recruit Deputy Managers, promotee Deputy Managers and inter-se seniority amongst direct recruit and promotee Deputy Managers shall be determined as per Circular no. 13 of 1984-85, dated 23.04.1984.</p> <p>Direct recruit Dy. Managers shall have six years experience in the post of Dy. Manager for promotion to the next higher post.</p>	<p>By promotion from the post/cadre of Dy. Manager. There shall be a single gradation list for the post/cadre of Dy. Manager and seniority in the said single gradation list shall be determined from the date of joining to the post/cadre of Dy. Manager provided that seniority of direct recruit Dy. Managers, promotee Deputy Managers and inter-se seniority amongst direct recruit and promotee Dy. Managers shall be determined as per Circular no. 13 of 1984-85, dated 23.04.1984.</p> <p>Direct recruit Dy. Managers shall have six years experience in the post of Dy. Manager for promotion to the next higher post.</p> <p>Provided that promotee Dy.Managers shall have at least 3(three) years actual working experience in the post of Dy.Manager for promotion to the next higher post.</p>

Sd/-  
(A. Bandyopadhyay)  
DMC (Personnel)

CH.M.(P)'S CIRCULAR NO. 63/I OF 2013-14 DATE : 29.10.2013

Sub : Grant of Spl. Leave to the cyclone (Phailin) and flood affected employees hailing from Odisha and Andhra Pradesh.

It has come to the notice of the K.M.C. authority that recently a large part of Odisha and Andhra Pradesh have been affected by a devastating cyclone and flood.

The K.M.C. authority has been actively considering to grant Spl. Leave to the K.M.C. employees having permanent residential address in the affected areas of Odisha and Andhra Pradesh. Municipal Commissioner in consultation with Hon'ble Mayor has been pleased to pass orders for sanctioning 15 days Spl. Leave with full pay to such affected employees subject to the following conditions :

- a) The Spl. Leave for 15 days as aforesaid may be in continuation or in combination with any other kind of leave, except Casual Leave, as admissible under leave regulations applicable to the concerned employees.
- b) The Spl. Leave will be admissible provided permanent residential address of the concerned employees is in the affected areas of Odisha and Andhra Pradesh, which should be verified with the Service Books of those employees by the concerned I.F.U.
- c) Under no circumstances an employee can avail Special Leave as aforesaid beyond 30.11.2013.
- d) Action would be taken against the employees overstaying the period of Spl. Leave without any permission.
- e) No Casual staff or Substitute Labour Staff hailing from Odisha and Andhra Pradesh will be entitled to get the above benefit of Spl. Leave.
- f) Employees availing Spl. Leave for visiting affected areas shall produce a certificate from the competent Local Authority that his/her home is situated within the cyclone/flood affected area.

All concerned are requested to take action in terms of the above order.

This Circular is issued with the approval of Mpl. Commissioner, dt. 25.10.2013 and concurrence of the Hon'ble Mayor, dt. 26.10.2013.

Sd/-  
(B. Biswas)  
Chief Manager (P)

CH.M.(P)'S CIRCULAR NO. 64/VIII OF 2013-14 DATE : 31.10.2013

Re : Implementation of benefit of 'Child Care Leave' in favour of female K.M.C. employees.

Pursuant to the resolution of the Corporation meeting held on 27.08.2013, vide Item No. 06, benefit of 'Child Care Leave' has been extended to the female employees of the K.M.C. vide DMC(P)'s Circular No. 56/VIII/2013-14 dated 05.09.2013.

To implement such benefits, following information(s) are required and procedure to be maintained for granting of such leave.

1. All the female employees who come under preview of Child Care Leave, shall have to submit their number of children including step/adopted children with date of birth and sex before the K.M.C. authorities for updation of the data-base of the H.R. system.
2. Concerned employees shall require prior sanction from the earned leave sanctioning authority of concerned deptt. before enjoying such leave and child care leave application (copy enclosed) must be furnished with documentary evidence of need covering such leave.
3. A proforma declaration shall be prepared in duplicate and one copy is to be submitted before the HoD concerned. Another copy is to be sent to the HR system, Personnel Deptt. with due attestation of the HoD/Controlling Officer concerned for Updation.
4. Female KMC employees must update their children status as & when required.
5. A PROFORMA declaration as stated in column – I is given below :

**DECLARATION FORMAT FOR FEMALE KMC EMPLOYEE**

<b>EID No.</b>	<b>PF No.</b>	<b>Employee's Name</b>	<b>Designation + Deptt.</b>	<b>Name of first two Children</b>	<b>DoB</b>	<b>Sex</b>	<b>Child Status (Offspring /Step /adopted)</b>	<b>Remarks</b>

This issues with approval of the Hon'ble Mayor, dt. 24.10.2013.

Sd/-  
(B. Biswas)  
Chief Manager (P)

CH. MANAGER(P)'S CIRCULAR NO. 65/IIIA OF 2013-14 DATE : 11.11.2013

It is hereby circulated for intimation of all concerned that the contract of the two listed agencies under Central Pool i.e. M/S Computation and M/S MBS India, as well as the service of the contractually engaged Data Entry Operators provided by the said listed agencies under Central Pool have been renewed for a further period of 6 (six) months w.e.f. 01.10.2013 to 31.03.2014, as per existing terms and conditions.

This has the approval of the Municipal Commissioner dt. 08.11.2013.

Sd/-  
(B. Biswas)  
Chief Manager (P)

**SERVICE RECORDS & ACCOUNTS CELL**

Chief Manager/SRA&C's Circular no. Ch. Manager/SRA&C/Cir/01 of 2013-14. Date : 25.05.13.

Re : Submission of list of employees not entitled to Increment w.e.f. 01.07.2013 due to LWP etc.

A list of employees not entitled to increment in basic pay w.e.f. 1<sup>st</sup> July, 2013 due to LWP etc. is required to be submitted to SR&AC Cell in the following within 29<sup>th</sup> June, 2013.

<b>Format</b>						
Sub : List of Employees not entitled to increment in Basic pay w.e.f. 01.07.2013 due to LWP etc.						
Name of Dept :			Unit/Office/Borough :			
Sl.	Eid no.	Name	Designation	Present or last Basic pay (Before 01.07.2013)	Proposed/Expected date of increment	Remarks
Signature of Head of the Dept. (With Seal)						

In case there is no such employee, a NIL report be please submitted. Submission of list is essential for updating database before timely generation of salary input sheets (TXN) for July, 2013.

This is issued with the approval of Municipal Commissioner.

Sd/-  
Chief Manager  
SRA&C Cell

Chief Manager/SRA&C's Circular no. Ch. Manager/SRA&C/Cir/02 of 2013-14. Date : 06.09.13.

Re : Preparation of salary bills for the months of September, 2013 and October, 2013.

Attention of all Controlling Officers / HODs are drawn to the salary payment schedule of the KMC employees for the month of September, 2013 and October, 2013.

Owing to Puja Holidays during the working period in the month of October, 2013 there is a need to make a well planned schedule for generation of salary bills for the months of September 2013 and October 2013 so that the relevant salary data may be sent to the Nodal Bank in time.

The Work Schedule is given below.

<b>Month</b>	<b>Last date for collection of Bonus, Adv. Check List and TXN by functional Departments</b>	<b>Last date for generation of allocations</b>	<b>Last date for correction of bill(s) and allocation(s) in extremely urgent case(s) if any (Subject to approval of Chief Manager/SRA&amp;C)</b>
Sep' 2013	05.09.2013	19.09.2013	—
Oct' 2013	26.09.2013	09.10.2013	23.10.2013

It is reiterated that the allocation that shall have not been collected by the respective dates as mentioned above will be generated automatically taking the available data into consideration on the abovementioned dates and no further correction will be entertained after generation of such Allocations Short/excess payment, if any, will be adjusted in the salary bill of the following month.

All concerned are requested to follow the above schedule strictly.

This has got concurrence of Municipal Commissioner dt. 05.09.2013.

Sd/-  
Chief Manager  
SRA&C Cell

Chief Manager/SRA&C's Circular no. Ch. Manager/Pens/Cir/ 03 of 2013-14. Date : 07.01.14.

Re : Grant of relief on pension to the Pensioners / Family Pensioners of the Kolkata Municipal Corporation w.e.f. 01. 01. 2014.

In pursuance of the Memo no. 01/MA/N/C-2/1G-12/2011 Dated, 3<sup>rd</sup> January, 2014 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 KMC at the rate of 58% of basic pension /family pension with effect from January 01, 2014 onwards in supersession of the rate mentioned in; the Memo no. 05/MA/N/C-2/1G-12/2011 Dated, 10<sup>th</sup> January, 2013 of the Department of Municipal Affairs, Government of West Bengal.

Payment of relief on pension / family pension involving a fraction of rupee shall be rounded off to the next higher rupee.

As relief will now be at uniform rate of 58%, 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  
SRA&C Cell &  
Pension Cell

Chief Manager/SRA&C's Circular no. Ch. Manager/SRA&C/Jt.MC/04  
of 2013-14. Date : 07.01.14.

Re : Legacy Data-entries of the KMC employees' Service Books.

It is learnt that in spite of repeated communiqués issued by the D.G. (IT) of IT Department as well as imparting training to different departmental entry users/approvers by them, the progress of legacy data entries of the KMC employees Service Books is very poor. This is not at all desirable. This matter was discussed in; the monthly IT monitoring meeting on 03.01.2014 in presence of the Controlling Officers of various Departments of the KMC.

However, it is directed that the work of Legacy Data Entries of the KMC employees' Service Books should be completed within 31.03.2014. All Controlling Officers and H.O.Ds will take necessary action in this regard. Any problems faced by any department, they may contact with the concerned personnel of I.T. Dept. to restore the same.

Sd/-  
(Sristidhar Santra)  
Jt. Mpl Commissioner (G&D)

**SUPPLY DEPARTMENT**

CIRCULAR NO. C.S. & P/02/2013-2014. DATE : 24.03.14.

Sub : Physical stock verification of stores as on 31.03.2014.

With an eye to complete physical verification of stores as on 31.03.2014, it has been envisaged that such verification be carried out by the following officials as mentioned below which will commence on and from 01.04.2014 and should be completed by 08.04.2014 for both Central Stores and Outside Stores. The physical verification of all Oil Garages will be conducted on 31.03.2014 between 2.00 P.M. to 6.00 P.M.

**FIVE CENTRAL STORES**  
From 01.04.2014 to 08.04.2014

Sl. No.	Name of store	Official Team	Dates
1.	Misc. Stores	A.C.S. and A.O.	01.04.2014 to 05.04.2014 & 07.04.2014 to 08.04.2014
2.	Water Stores	A.C.S. and Inspector	01.04.2014 to 05.04.2014 & 07.04.2014 to 08.04.2014
3.	Lighting Stores	A.C.S. and Inspector	01.04.2014 to 05.04.2014 & 07.04.2014 to 08.04.2014
4.	Motor Stores	A.C.S. and H.A.	01.04.2014 to 05.04.2014 & 07.04.2014 to 08.04.2014
5.	E.W.S.	A.C.S. and SAE (M)	01.04.2014 to 05.04.2014 & 07.04.2014 to 08.04.2014

**OUTSIDE STORE**  
From 01.04.2014 to 08.04.2014.

<b>Sl. No.</b>	<b>Name of store</b>	<b>Official Team</b>	<b>Dates</b>
1.	Palta Stores	A.C.S.	01.04.2014 to 03.04.2014
2.	Tollygunge Stores	SAE (C) and A.O.	01.04.2014 to 03.04.2014
3.	Alipoe Stores	SAE (C) and A.O.	05.04.2014
4.	Cossipore & Manicktalla Stores	A.C.S.	04.04.2014 to 05.04.2014
5.	Tallah & Bagbazar Store	A.C.S.	07.04.2014 to 08.04.2014
6.	Behala Store	SAE (C) & Jr. Asst.	01.04.2014

Controller/ICMP will keep close monitoring of entire physical verification programme and also maintain close liaison with Controller of Stores & Purchase.

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.

A.C.S. 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 01.04.2014 and complete by 08.04.2014 for both Central and Outside Stores. Any deviation will be viewed seriously.

Sd/-  
Controller/I.C.M.P

Sd/-  
Controller of Stores & Purchase

OFFICE ORDER NO. DMC(S)/04/2013-14 DATE : 28.06.2013.

The bill register maintained by the Purchase and other divisions should be updated. If any division does not maintain any bill register the same should be maintained without fail. Please check all the below-mentioned points are covered in the bill register maintained by you.

1. Date
2. Manual Bill No.
3. SMS Bill No.
4. ERP Bill No.
5. Supplier Name
6. Description
7. P.O. No.
8. Challan No.
9. I.R. No.

10. Quantity
11. Amount
12. Date of Receipt by IFU(S)
13. IFU Passing No. with Date

All ACSs are hereby instructed to see that the bill registers are maintained properly in their concerned division/divisions.

Sd/-  
Dy. Municipal Commissioner (Supply)

**TREASURY DEPARTMENT**

Municipal Treasurer's Office Order No. 07 of 2013-14 Dated : 30.05.2013.

It is hereby reiterated that in case of any dishonoured draft/ cheque reported by bank, the Asstt. Treasurer in charge of the related counter without any delay shall intimate the concerned department with a copy to the Treasurer for taking necessary action from their end. However the other formalities will be maintained as usual from the end of the Treasury Department.

This may be strictly followed.

Sd/-  
Treasurer

Municipal Treasurer's Office Order No. 31 of 2013-14 Dated : 21.08.2013.

All the Assistant Treasurers / Supervisors are directed to complete the following mandatory formalities with the Bank concerned at the time of deposition of days collection to bank of respective Common Collection Centres/Citizen Service Centres :

1. Bank Deposit Slip - ( one is for cash & other is for cheque & draft)
2. Pay -In -Slip reports -( separately generated for cash, cheque if any & draft).

Both of them should be signed by the bank personnel with seal & date.

Sd/-  
Municipal Treasurer

Municipal Treasurer's Office Order No. 35 of 2013-14 Dated : 27.08.2013.

All the Assistant Treasurers/Supervisors are once more directed to complete the following mandatory operations before leaving the respective Common Collection Centres/ Citizen Service Centres :

1. Generation of Transaction Summary (A.T.) - (Serial 'A' of the Report file)
2. Generation of Facit Report - (Serial 'B' of the Report file)
3. Generation of Collection Summary - (Serial 'C' of the Report file)
4. Generation of Budget code wise Collection Report - (Serial 'M' of the Report file) (Matching the amount with other reports is Mandatory)
5. Generation of Location wise Departmental Collection Summary — (Serial 'J' of the Report file)
6. Generation of Pay- in-Slip with print out. — (Separately for Cash, Cheque and Draft)
7. Generation of Collection Amount and Pay-in-slip amount compare report — (Serial 'V' of the Report file).



8. Generation of Cancelled details — (Serial 'I' of the Report file) (If any cancellation is done in system for the day)
9. Generation of Total Pay-in-Slip. — Where applicable. (Serial 'X' of the Report file).
10. Execution of Day end Operation for the day.

Apart from above procedures all users should generate :

- a. Denomination Report
- b. Facit Report
- c. Collection Summary.

However, if any mismatch is found in the Pay-in-slip or in the B.I. Code wise Collection Statement the matter will have to be reported to Manager Systems (I.T) on the same day with intimation to Treasurer or Dy. Treasurer without fail.

In case of receiving deposits under general miscellaneous *e.g.* earnest money *etc.* the Assistant Treasurer of the concerned counter himself will check departmental challan before processing for payment in order to avoid any scope of mistake during entering of data.

Any departure from the above instructions will be viewed seriously.

Sd/-  
Municipal Treasurer

Municipal Treasurer's Office Order No. 44 of 2013-14 Dated : 14.11.2013.

Of late number of T.R. correction cases is increasing alarmingly. To restrict T.R. correction cases to the minimum, all the Assistant Treasurers/Supervisors of respective Common Collection Centres/Citizen Service Centres are hereby directed to adhere to the following instructions rigidly :

1. In case of collecting non-bar-coded demands, Treasury Receipts (T.R.) will be issued to the party only after proper checking of all the printed data and comparing the same *vis-a-vis* demand data by A.T/Supervisor.  
Erroneous demands should not be entertained and should be sent back to the issuing department for necessary rectification in the demand.
2. No demand draft/ Cheque should be sent to Bank for encashment without proper verification *vis-a-vis* system generated 'FACIT' report on date.
3. In case of short/excess payment, Treasurer/Dy. Treasurer will have to be informed on the same day.

Any deviation from the above will be viewed seriously.

Sd/-  
Treasurer

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF MUNICIPAL AFFAIRS  
WRITERS' BUILDING  
KOLKATA

NOTIFICATION

No. 35/MA/O/C-4/1A-18/2013

Dated: Kolkata, the 24<sup>th</sup> day of January, 2014

In exercise of the powers conferred by sub-section (2) of section 1 of the Kolkata Municipal Corporation (Amendment) Act, 2013 (West Ben. Act XXII of 2013) (hereinafter referred to as the

said Act), the Governor is pleased hereby to appoint the 1st day of February, 2014 as the date on which the provisions of section 11 of the said Act shall come into force.

By order of the Governor,  
Sd/-  
(B. N. Das)  
Jt. Secretary to the Govt. of West Bengal

No. 35/1(25)/MA/O/C-4/1A-18/2013

Dated, Kolkata, the 24th day of January, 2014

Copy, with a copy of the Kolkata Municipal Corporation (Amendment) Act, 2013, forwarded for information and necessary action to the,

1. Municipal Commissioner, Kolkata Municipal Corporation, 5, S.N. Banerjee Road, Kolkata-13.
2. Director of Local Bodies, West Bengal, Purta Bhawan, Salt Lake, Kolkata - 91.
3. Principal Accountant General (A & E), West Bengal.
4. Joint Director, ILGUS, ILGUS Bhawan, HC - Block, Salt Lake, Kolkata -106.
5. Law Department of this Government.
6. P.S. to the Minister-in-Charge, Municipal Affairs & Urban Development Department.
7. Pr. S. to the Principal Secretary, Municipal Affairs Department.
8. Cell \_\_\_\_\_ of this Department.
9. Guard file of Cell - 4.

Sd/-  
Joint Secretary

Registered No. WB/SC-247

No. WB (Part-III)/2014/SAR-4

The

Kolkata



Gazette

*Extraordinary*

**Published by Authority**

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**PART III—Acts of the West Bengal Legislature.**  
GOVERNMENT OF WEST BENGAL  
LAW DEPARTMENT

Legislative  
NOTIFICATION

No. 55-L.—10th January, 2014.—The following Act of the West Bengal Legislature, having been assented by the Governor, is hereby published for general information :—

West Bengal Act XXII of 2013  
*THE KOLKATA MUNICIPAL CORPORATION  
(AMENDMENT) ACT, 2013.*

[Passed by the West Bengal Legislature.]  
[Assent of the Governor was first published in the Kolkata Gazette,  
Extraordinary, of the 10th January, 2014.]

An Act to amend the Kolkata Municipal Corporation Act, 1980.

WHEREAS it is expedient to amend the Kolkata Municipal Corporation Act, 1980, West Ben Act LIX of 1980 for the purpose and in the manner hereinafter appearing;

It is hereby enacted in the Sixty-fourth Year of the Republic of India, by the Legislature of West Bengal, as follows –

1. (1) This Act may be called the Kolkata Municipal Corporation (Amendment) Act, 2013.
- (2) It shall come into force on such date as the State Government may by notification in the Official Gazette, appoint.

The Kolkata Municipal Corporation (Amendment)  
Act, 2013  
(Section 2)

2. In section 11 of the Kolkata municipal Corporation Act, 1980,
  - (a) For sub-section (4), the following sub-section shall be substituted :-  
“(4) The members of each Borough Committee shall elect, in accordance with such procedure as may be determined by regulations, one of its members to be the Chairman of the Borough Committee.”
  - (b) after sub-section (4), the following sub-section shall be inserted :  
“(4A) In case of any casual vacancy in the office of the Chairman caused by death, resignation, removal or otherwise, the members shall, in accordance with such procedure as may be determined by regulations, elect one of the Councillors to fill up the vacancy.”;
  - (c) for sub-section (5), the following sub-section shall be substituted :  
“(5) The Chairman shall cease to hold office as such if he ceases to be a Councillor of the concerned ward forming part of the Borough Committee.”;
  - (d) after sub-section (5), the following sub-sections shall be inserted :  
“(5A) The Chairman may at any time resign his office by giving notice in writing to the Mayor and the resignation shall take effect from the date of its acceptance by Mayor.”  
  
“(5B) The Chairman may be removed from office by a resolution carried by a majority of the total number of elected members of the Borough Committee holding office for the time being, present and voting by them, at a special meeting to be called for this purpose in the manner as may be determined by the Corporation by regulations upon a requisition made in writing by not less than one-third of the total number of the elected members of the Borough Committee, and the procedure for the conduct of business in the special meeting shall be such as may be determined by the Corporation by regulations :

Provided that no such resolution shall be moved before the expiry of six months from the date of assumption of office by a Chairman, and if such resolution is not carried by a majority of the total number of elected members, present and voting by them, no further resolution for such purpose shall be moved before the expiry of a period of six months from the date on which the former resolution was moved.

By order of the Governor,

Sd/-

MALAY MARUT BANERJEE  
Secy. to the Govt. of West Bengal,  
Law Department

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 6932-F(Y).

Dated, Kolkata, the 29<sup>th</sup> August, 2013

**NOTIFICATION**

E-tendering was made mandatory for tender/auction valued at and above Rs. 50 lakh with option to the Government offices to adopt e-tendering procedure for values less than Rs. 50 lakh. While detailed e-tendering procedure was prescribed in notification No. 3739-F(Y) dt. 03.05.2012, the mandatory provision of e-tendering was included in Note-2 below Rule 47(8) of WBFR, as amended vide notification No. 5400-F(Y) dt. 25.06.2012. Help-desks were set up for the Government offices to facilitate adoption of e-tendering procedure vide memo. No. 9701-F(Y) dated 30.11.2012. All these measures while reducing the hassles involved in manual tendering process and cutting down the time involved in finalization of bids and contracts has brought about much needed financial probity and transparency in Government procurement. In the interest of furtherance of the benefit associated with e-tendering process across wider domain of Government procurement and disposal, it has been decided that the base-level of Rs. 50 lakh for mandatory e-tendering process needs to be reduced to Rs. 5 lakh.

Now, therefore, in exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make; the following amendments in Note-2 below Ruld 47 (8) of WBFR, Vol-I, as amended vide notification No. 5400-F(Y) dated 25.06.2012 and para – 1 of Notification No. 3739-F(Y) dt. 03.05.2012, in the following manner.

**Note-2 below rule 47(8) – “For Tender Value of Rs. 50 lakh and above, e-tendering through the centralized e-tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media” is replaced with “For Tender value of Rs. 5 lakh and above, e-tendering through the centralized e-tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media”**

**Para 1 of Notification no. 3739-F(Y) dt. 03.05.2012 – The phrase “.... if the Tender value is Rs. 50 lakhs and above” in the last but one sentence is replaced with “.... if the Tender value is Rs.5 lakhs and above.” The last sentence of the para beginning with “The Tender value less than Rs.50 lakhs may....” is deleted.**

**The order will take effect from 1<sup>st</sup> October, 2013.**

By order of the Governor,  
Sd/- H. K. DWIVEDI  
Principal Secretary to the  
Government of West Bengal

Municipal Commissioner's Circular No. 18 of 1986-87 Date : 07.10.1986.

The following regulation under sub-section (1) of Section 178 of the C.M.C. Act, 1980 in connection with application for reduction of valuation due to change of occupancy was passed by the Municipal Corporation at its meeting held on 20.08.1986 :

**REGULATION**

1. Declaration by owner/person liable to pay the consolidated rate in connection with application for reduction of valuation due to change of occupancy :

An application for reduction of valuation due to change of occupancy made by any owner/person liable to pay the consolidated rate under provisions of section 192 of the Act shall accompany a Declaration in Form No. A-75 duly signed by him. The Form of Declaration can be had from the Superintendent of Records, Central Municipal Office, on payment of Rupee One only per Form.

**PROCEDURE**

2. Procedure for dealing with application for reduction of valuation due to change of occupancy under provisions of section 192 of the C.M.C. Act, 1980 :

- (i) On receipt of the application from the owner or person liable to pay the consolidated rate of a premises of Municipal Commissioner shall cause a notice to be served on such person in accordance with section 182 of the C.M.C. Act, 1980.
- (ii) The Municipal Commissioner shall also ask the applicant to submit a Declaration in the Form placed below (which may be made saleable by the Corporation and may be purchased @ Rs. 1/- per form).
- (iii) On receipt of the return and the Declaration as aforesaid, the Municipal Commissioner may cause an enquiry to be made of the premises in question.
- (iv) On receipt of the enquiry report, where such enquiry has been ordered, the Municipal Commissioner shall proceed to consider the application, the Declaration and the enquiry report and issue notice on the applicant fixing date, time and venue of hearing in accordance with section 180, read with section 192 of the C.M.C. Act, 1980.
- (v) The procedure for hearing would be the same as in the case of hearing under section 192 of the C.M.C. Act, 1980.
- (vi) The Municipal Commissioner shall record the order fixing the revised annual valuation which would take effect from the subsequent 1<sup>st</sup> or 3<sup>rd</sup> quarter of the year, as the case may be in which such application has been received.

The Regulation be given effect to in anticipation of the approval of the State Government. The Department should process the pending cases according to the above Regulation.

Sd/-  
(R.K. Prasanna)  
Municipal Commissioner  
Order and Circulars General

Finance & A/Cs Office Order No. 1149 of 1999-2000 Date : 14.03.2000.

Sub : Distribution of Cash G.R. for the period from 01.04.99 to 31.03.2000 among the indigent people of Calcutta proper and added units.

All Executive Engineers of Boroughs are requested to submit bills for drawing advance for distribution of cash G.R. captioned above amongst the indigent people of Calcutta including added areas of Jadavpur, Garden Reach and South Suburban Units indicated below immediately to Dy. C.M.F. & A. – VII Cell.

No. of Boroughs	No. of Units Sanctioned	Amount of advance for period of 01.04.99 to 31.03.2000 @ Rs. 60/- per adult and Rs. 30/- per minor, per month
1.	38	Rs. 27,360.00
2.	59 ½	Rs. 42,840.00
3.	110 ½	Rs. 79,560.00
4.	51	Rs. 36,720.00
5.	71 ½	Rs. 51,480.00
6.	77 ½	Rs. 55,800.00
7.	73 ½	Rs. 52,920.00
8.	54 ½	Rs. 39,240.00
9.	66 ½	Rs. 47,880.00
10.	164 ½	Rs. 1,18,440.00
11.	418	Rs. 2,96,640.00
12.	439	Rs. 3,16,080.00
13.	574	Rs. 4,13,280.00
14.	599	Rs. 4,31,280.00
15.	684	Rs. 4,92,480.00
		Total Rs. 25,02,000.00

2. Lists of no. of recipients in each Borough are to be approved by the Member, M.I.C. Water Supply. Each case of inclusion in the list, application of the new incumbents are to be forwarded to the Member, M.I.C. Water Supply through the Chairman of the concerned Borough along with his recommendation for approval.

3. Those who have been sanctioned cash G.R. by the appropriate authority after distribution of last cash G.R. shall also be included in the bill and the member of the unit would be increased, accordingly. Their payment may be made out of the existing allotment of fund. If there is any shortfall of fund supplementary bill may be put up.

4. It may please be noted by all concerned that according to the instruction given by the Director of Relief, Govt. of West Bengal, Cash G.R. distribution for the period from 01.04.99 to 31.03.2000 should be completed as early as possible. Following discrepancies have been noticed by the Relief Department, Govt. of West Bengal in Master Rolls submitted previously by the Executive Engineers of Boroughs.

- (1) In some cases carbon copies of the Master Rolls are produced in place of original which cannot be accepted from the audit point of view.
- (2) In some cases distributed amount as shown in M.R. does not tally with the number of units and period for which it has been distributed.
- (3) Moreover, the total of a sheet of M.R. has been shown as wrong.
- (4) In some cases L.T.Is of the beneficiaries have not properly been identified by the competent authority.
- (5) Original M.R and its carbon copy have been produced for separate periods only changing the period on carbon copy without authentication.

Further, it is experienced at the time of distribution of G.R. by Borough that the priority lists of beneficiaries are not reviewed and prepared in terms of G.O., in absence of which there is possibility of getting G.R. by those who are not eligible.

Secondly, proper intimation before distribution of G.R. are not being reviewed by this office including Boroughs.

All the Executive Engineers of the Boroughs are requested to ensure not to recur the discrepancies mentioned above while submitting adjustment bills along with Master Rolls.

5. The distribution of cash G.R. shall be made with prior intimation to the Director, Relief, Govt. of West Bengal so that the Relief Department may depute one concerned Inspector for rendering necessary assistance at the time of distribution of cash G.R. A copy of the programme fixing date of payment may be sent to Dy. Director of Relief, Govt. of West Bengal well in advance at 87A, S.N. Banerjee Road, Calcutta – 700 014.

6. The undisbursed amount, if any, will be deposited to the C.M.C. Treasury crediting the Budget Codes No. 9540/940.

Adjustment bills along with Master Rolls may be furnished to the Dy. C.M.F. & A. – VII Cell within a period of 60 days from the date of drawal of advance from Treasury after observing all the usual formalities.

This is extremely urgent.

Sd/-  
(A.OHID)  
Spl. CMF&A

Municipal Commissioner's Circular No. 19 of 2007-08 Date : 30.08.2007.

For quite some time past, officials of the Assessment-Collection Department of the Kolkata Municipal Corporation have been noticing and facing various problems in sorting out issues relating to the residual legacies of waiver schemes, adjustments, actions relating to dishonoured cheques, issuance of “no objection” certificates etc.

After protracted deliberations and detailed examination at various levels, it has been decided that reformed and simplified procedures could be adopted for addressing the problems mentioned above.

The details of the revision of procedures and principles are recorded in the annexure below. The Assessor-Collectors and other officials in the department will henceforth be guided by the responses and principles enshrined in the annexure.

With the issuance of this circular, all related circulars/guidelines/orders issued in connection with those subjects will stand cancelled.

The circular is issued on the authority of the approval accorded by the Corporation on 22.08.2007.

Sd-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

Final MIC approved recommendations

Annexure to Municipal Commissioner's Circular No. 19 of 2007-08 Dated : 30. 08. 2007.

Sl.	Description of the Issue	Order (After approval of Corporation dt. 22.08.2007)
I	ADJUSTMENT & REFUND	
1.	Original Receipts are submitted but KMC does not have adequate confirming record.	
	a) The assessee holds the original receipt for cash/Pay order (PO)/ Draft payment but KMC cannot	If an assessee presents a purportedly original receipt (which, prima facie, does not immediately appear to be fake), then in case of cash/Pay Order (PO)/ Draft

	<p>verify the receipt of amount through DPC record (in case of PD Bills) or premises ledger (in case of F/S and arrear bills) or Suspense Account register (in case of suspense deposits).</p>	<p>payments, the receipt may be taken at face value and the benefit of doubt may be given to the assessee. Each Assessor-Collector will maintain separate ward-wise (computerized/hard copy) registers for such adjustment records. These registers will be subject to regular checking by the IFU concerned. Additionally, photocopy of the receipt and the updation data should be referred to CMA for audit and further follow-up actions, as may be required in the suspected cases of defalcation.</p>
	<p>b) The payment is made by cheque and assessee has the original receipt as well as Bank Clearance Certificate or Pass-Book entry, but KMC does not have records available for verifying such payment.</p>	<p>The benefit will go to the assessee after consulting “Dishonoured Cheque Register” and updation of records. Finance and Treasury departments will be informed accordingly for updation their records, as may be required.</p>
	<p>c) The payment is made by cheque and assessee has the original receipt but does not have Bank Clearance Certificate or Pass-Book entry, and KMC also does not have records available for verifying such payment.</p>	<p>Assessment Collection department should verify with their dishonoured Cheque Register first. Then reference may be made by the concerned Assessor-Collector to the Treasury for clearance with respect to the payment (encashment). If confirmation is obtained, adjustment may be allowed. If none of the two departments is able to either confirm or deny the honour of the cheque, then the matter may be referred to the Tax Grievance Redressal Committee (vide below) for case-to-case decision.</p>
2.	<p>Photocopy of the receipt is submitted.</p>	
	<p>a) The assessee holds the photocopy of the receipt for cash/pay order (PO)/Draft payment and KMC also has computerized and/or other records to verify such payments.</p>	<p>Adjustment may be allowed. KMC records will have to be relied upon and mere non-availability of the original receipt at the assessee’s end should not be considered as a handicap for the assessee. However, the receipt number should be recorded in KMC’s computerized database and it should be noted that this record has been updated (adjustment made) on the basis of a photocopy.</p>
	<p>b) The payment is made by cheque and assessee has the photocopy of the receipt as well as Bank Clearance Certificate or Pass Book entry, and KMC also has records available for verifying such payment.</p>	<p>As in 2(a) above.</p>
	<p>c) The payment is made by cheque and assessee has the photocopy receipt but does not have Bank Clearance Certificate or Pass Book entry, but KMC has records available for verifying such payment.</p>	<p>As in 2(a) above.</p>



	d) The assessee does have the photocopy of the receipt for cash/Pay Order (PO)/Draft payment but KMC does not have computerized and/or other records to verify such payments.	Utmost efforts will be made to re-check the records of both the Assessment-Collection department and the Treasury department to check the veracity of the claim. This searching effort for KMC's record should not exceed one week's time frame. In case no confirmation is available from either of the two departments, then normally adjustment will not be allowed, persistent claimants may be advised to approach the Tax Grievance Redressal Committee.
	e) The assessee has the photocopy of the receipt for cheque payment, but no Bank Clearance Certificate or Pass Book entry, and KMC also does not have computerized and/or other records to verify such payments.	As in 2(d) above. The searching effort for KMC's record should not exceed one week's time frame. Further in case of claimants, reference could be made to the bank concerned.
3.	Neither original nor photocopy is submitted by the assessee and KMC also does not have any confirming record.	
	a) FIR has been lodged without original or any photocopy.	Adjustment will not be allowed.
	b) No FIR has been lodged and the assessee does not hold original/ photocopy receipt.	Adjustment will not be allowed.
	c) No original/photocopy payment receipt available with the assessee but the assessee submits an Indemnity Bond claiming payment.	Adjustment will not be allowed.
4.	Neither original nor photocopy receipt is submitted by the assessee nor is there any confirming record at KMC, but there are corroborative/circumstantial evidences indicating payment.	
	a) The assessee does not hold the original/photocopy receipt but holds Bank Clearance Certificate in case of cheque payment.	If the assessee can submit Bank Clearance Certificate in case of cheque/Pay Order (PO)/Draft payment and if the relevant quarterly demand amount is exactly equal to the cheque/Pay Order (PO)/Draft amount, then adjustment process may be initiated, provided the cheque number quoted is pre-verified to have not been included in the dishonoured cheque register, adjustment will be allowed after getting it vetted by the Finance & Accounts department.
	b) The assessee paid PD Bill through cheques which were dropped by them in the Cheque	As in 4(a) above.

	drop-box maintained by the Treasury Department but did not receive any payment receipt. However, they hold authenticated Bank Clearance Certificate showing that they have paid the amount.	
5.	In some cases, where for any reason both PD and Fresh Bills for the same period and on the same annual value were issued and the assessee paid any one of the bills in full, arrear demand appears in the LOI with respect to the other bill for the same period. What should be done in such cases ?	On presentation of the original/photocopy of the payment receipt along with the Bank Clearance Certificate for the cheque payment, the other bill vis-à-vis demand may be deleted if both the bills were for the same period demand. For any kind of cancellation or deletion of either of the two bills, the wrong bill should be cancelled.
6.	If system records show payment against any quarter and assessee does not have any receipt (original/photocopy) or bank clearance certificate. What will be done in such cases ?	If computerized receipt number is available, and matches with demand against which payment was made, adjustment may be allowed. Payment of P.D. Bills may be checked with DPC and if records are available, payment may be considered with or without receipt or bank clearance certificate. In all other cases, the matter may be referred to Tax Grievance Redressal Committee.
7.	Suspense account related	
	a) Questions as in the case of current/PD bills/Arrear bills above in sections I(1), I(2), I(3), I(4)	The answers provided in the case of the current/PD bills/arrear bills above will be applied, mutatis mutandis, with the special observation that letters communicated in Form A-146 will not be, ipso facto, acknowledged as appropriate and proper receipts, unless these are cross-checked with treasury data. In case of grey areas, the matters may be referred to the Tax Grievance Redressal Committee.
	b) Payment entry for a particular quarter is available in the computer system's Suspense A/c but the assessee has no receipt (original/photocopy)	From manual records with dated signature of official, it should first be ascertained whether it is a case of wrong entry in the computerized suspense account. If so, then these cases should not be considered and the payment status may be deleted from the system with appropriate documentation and approval from Assessor Collector. This is only applicable to the system's Suspense account entries for the period when Fox Pro based system was operational. If authentic (manual) records corroborate the payment, then adjustment may be allowed after approval from Assessor Collector.
II	NO OUTSTANDING CERTIFICATE(NOC)/LETTER OF ADJUSTMENT	
1.	Erroneously NOC has been issued but subsequently outstanding dues	The assessee should be requested for the payment receipt against which outstanding dues remain in KMC

	were detected in KMC'S book of record. The assesses are claiming that as NOC has been issued they are not liable to clear the arrear taxes.	books. If they fail to produce the appropriate payment receipts, they should be requested to clear the outstanding dues. [Treatment of payment receipt may be as per I(1), I(2), I(3) or I(4)] In case the assessee is not in a position to produce the original receipts in support of payment, the matter may be referred to the Tax Grievance Redressal Committee on a case-to-case basis. To elaborate and clarify, while benefits of doubt may flow to the assesses as per formula devised in Section I, mere possession of an otherwise non-confirmable NOC will have no additional presumptive value.
2.	Letter of adjustment has been erroneously issued to the assessee but actually the adjustment has not been given effect to.	Adjustment may be made on the basis of : a. Original receipt(s) b. Photocopy of the payment receipt(s) in case of cash/PO/Draft payment, if original receipts are not available, after Treasury clearance and checking applicable departmental records. However, if neither the photocopy nor the original copy is available then the matter may be put up before the Tax Grievance Redressal Committee.
III	<b>TRANSFER OF PRO RATA SHARE TO CHILD ASSESSEE</b>	
1.	Sometimes parties intending apportionment are informed to pay pro rata arrear tax with respect to their portion and S/A receipts are issued in their favour on payment, but such payments are made against mother assesses. Should the payment be transferred to child assessee after generation of child assessee number ?	Such transfers may be allowed only after both demand and payments are transferred to the child assessee, after verifying the relevant documents on the basis of which pro-rata payment was made.  In case the original receipt is held by the mother assessee then consent from mother assessee is required.
IV	<b>DISHONOURED CHEQUES</b>	
1	What to do in cases where the assessee number / premises number has not been mentioned on the reverse of the cheque that has bounced, and KMC data may or may not show the payment as having been made ? Additionally, in these cases, all efforts to trace the assessee / premises through Bank, or KMC records have failed.	As the assessee / premises cannot be traced, a list of such cases should be prepared. In all such cases CMFA & CMA together will sign toward necessary reversal entries in the KMC book of account without any further reference upward.
2	Where the assessee number has been mentioned on the reverse of the cheque, and the assessee / premises is known and traceable. What should be done where :	For such dishonoured cheques mentioned in (a) & (c), entries in KMC book should be reversed to indicate the (dishonoured) cheque amount as unpaid / outstanding against the premises. The same should be presented to the present assesses as LOI.

	<p>a) For very old cheques, where premises have been sold out.</p> <p>b) The mother assessee has been apportioned into many smaller units.</p> <p>c) The promoter has submitted the cheque prior to development of the property.</p>	<p>In case of (b), where the mother assessee has been apportioned into multiple assesses, the outstanding dues should also be apportioned among the present assessees.</p>
3.	<p>In cases of bounced cheques where assessee numbers are present and KMC can locate the quarter in which it was given, the A&amp;C department has passed reverse entry in the computer system, deleting the payment status and the demand for that particular quarter is recorded in the LOI. What should be done where :</p> <p>a) Assesses have cleared their outstanding liabilities through this LOI.</p> <p>b) The assessee did not clear the outstanding dues.</p>	<p>a. When the total outstanding dues have been cleared by the assessee, including the dishonoured cheque amount, necessary entries of subsequent payment should be made, the dishonoured cheque register updated and due intimation to treasury department be given and the dishonoured cheques be returned to the party.</p> <p>b. As a reversal entry has already been passed and demand has been generated through LOI, the dishonoured cheque register should be updated accordingly and the treasury and F&amp;A department to be intimated. The dishonoured cheque is to be retained till the outstanding amount is cleared by the assessee.</p>
4.	<p>In case of suspense account deposit, where the exact date of payment has been located, the reversal entries should be passed cancelling the payment status. In some of these cases :</p> <p>a) Assesses have cleared their outstanding liabilities through this LOI.</p> <p>b) The assessee did not clear the outstanding dues.</p>	<p>Same as in IV. 3(a) and (b)</p> <p>In addition, in both the cases suspense account register should be updated with all details.</p>
5.	<p>Whether CMFA's Circular nos. VII/18 of 1991-92 dated 12 August, 1991 or XIV of 2002 dated 19 September, 2002 should prevail in case a fresh LOI has been generated indicating the principal, interest and penalty after a cheque is being dishonoured ?</p>	<p>With generation of fresh LOI, interest and penalty, as applicable, is automatically taken into account. So, additional interest may not be insisted upon. All CMFA's relevant circulars be modified accordingly.</p>
6.	<p>In cases wherein the reversal entry for a dishonoured cheque has been passed and LOI has been generated but the assessee pays only the dishonoured cheque amount which is less than the total LOI demand, should we return the cheque after we accept the dishonoured cheque amount in suspense account ?</p>	<p>The assessee will have to produce the original receipt which should be cancelled/defaced and the dishonoured cheque amount paid is to be deposited in suspense account against issue of fresh receipt. The cheque is to be returned to the assessee when the full payment is received with proper noting in the dishonoured cheque register and suspense register with intimation to the Treasury Department.</p>

V.	WAIVER	
1.	The assessee paid part amount reflected in the waiver LOI. Should interest and penalties be charged on such outstanding or should waiver be given in such cases ?	Yes, Interest and/or penalties should be charged.
2.	During the Waiver period, the pro rata shareholders were asked to pay their pro rata share of tax and that payment was duly made by some of them. In such cases, how shall we treat the defaulting pro rata shareholders ? And How shall we treat the complaint shareholders ?	Interest and penalties will be charged on the defaulting pro rata shareholders who did not make timely & full payment of his/her dues. Waiver benefit should be extended to the complaint pro rate shareholders. However, in case finer complexities of quasi judicial nature evolve from out of these anomalies, then the same may be referred to the Tax Grievance Redressal Committee.
3.	Demands were presented to the assessee not considering the suspense account deposits. What should be done in such cases where : a) The assessee paid the residual (total waiver demand minus suspense deposit) demand in full. b) The assessee paid the residual (total waiver demand minus suspense deposit) demand in part.	(a) In cases where the assessee paid the balance amount in full, the waiver benefit should be allowed and necessary adjustments should be made. (b) In these cases, waiver benefits will not be allowed.
4.	During waiver scheme, on correct waiver demand, the assessee paid full amount in cheque and the same was returned by the Bank. Thereafter, the cheque was presented again and was honoured by the Bank subsequently during the waiver period.	In cases where the cheque was honoured on second occasion when KMC presented the same to the Bank, the benefit may be given to the assessee.
5.	The assessee paid entire amount reflected in the Waiver LOI within the waiver period but later it was detected that the LOI did not cover all outstanding dues under the waiver period. Should interest and penalties be charged on such outstanding or should waiver be given in such cases ?	The assessee may be asked to pay the additional dues (without interest and penalties) as per the provisions of the particular Waiver Scheme in question. As per the earlier Scheme only those assesses who will undertake to pay the entire amount at one go would be eligible to get this benefit. In fact, as has been practiced in piecemeal manner on earlier occasions also, KMC should ideally own up its ethical liability and allow fresh presentation of such demands, which, in turn, would enable the assessee to get the benefit of rebate also (in addition to the benefit of de facto waiver of interest and penalty). However, it would be clarified that this benefit would accrue to only those assesses who had actually applied

		for being included in the waiver scheme and had solicited demand details in writing.
6.	If it is found that the calculation of the total waiver demand was right but the calculation of the pro rata share burden was wrong, then what should be our approach to the pro rata shareholder ?	<p>The generic principle is that in all cases where the genesis of mistake is within the KMC, KMC should own up the liability and extend the waiver benefits to the pro rata shareholder concerned by applying the principle mentioned in serial V (3) of recommendation, mutatis mutandis but if the mistake is triggered or caused by wrongful submission of information from the shareholder's end, then such benefit will not accrue to the shareholder concerned.</p> <p>However, it should be clarified that this benefit would accrue to only those assesses who had actually applied for being included in the waiver scheme and had solicited demand details in writing.</p> <p>In case finer complexities of quasi judicial nature evolve from out of these anomalies then the same may be referred to the Tax Grievance Redressal Committee.</p>
7.	If it is found that the demand reflected in the Waiver Report against the mother assessee is wrong, then what should be done ?	<p>Again the same generic principle as narrated in serial V (3) of the recommendation is invoked, provided the assessee concerned shows relevant and authentic documents indicating that he had lodged the protest during the waiver period and the office also satisfies itself that the same protest letter was duly entered in the office record.</p> <p>However, it should be clarified that this benefit would accrue to only those assesses who had actually applied for being included in the waiver scheme and had solicited demand details in writing.</p>
8.	It was pointed out by the assessee that waiver LOI was higher than the actual demand due to insertion of demand which was already paid for, which may have occurred due to some pending adjustment which was not incorporated in the waiver LOI. The assessee, in writing, declined (within the waiver period) to pay the faulty demand.	Waiver benefit should not accrue.
9.	<p>a) When demand was placed a certain amount was lying in the Suspense Account. The party paid the balance amount (i.e. difference of the demand amount and the amount lying in the Suspense Account) during the waiver period.</p> <p>b) In some cases there remains negligible short or excess amounts which are less than a rupee.</p>	<p>a) Waiver adjustment to be allowed.</p> <p>b) Adjustment be allowed.</p>































The Kolkata Municipal Corporation  
Central Municipal Office Buildings,  
5, S.N. Banerjee Road, Kolkata – 700 013

Municipal Commissioner's Department

Dated : January 3, 2009

Municipal Commissioner's Circular No. 55 of 2008-2009

In terms of Section 45 (2)(a) of the KMC Act, 1980, the Mayor-in-Council of the Kolkata Municipal Corporation has since decided (vide its resolution against MIC Agenda No. MOA 129.6 dated 2.1.2009) to introduce the following delegation of powers for executing contracts on behalf of the Kolkata Municipal Corporation and has further decided to bring into place the following manner of execution thereof :

- (1) In case of all transfers, sale, lease, sub-lease, license, acquisition, purchase etc. of lands, buildings and /or any other immovable property the contracts shall invariably entered into by the Municipal Commissioner or the Municipal Secretary only under the common seal of the Corporation, after obtaining necessary approvals from different higher authorities, as may be required.
- (2) All contracts regarding non-engineering works or with foreign agency, company or organization, or involving Private-Public-Partnership, will also be entered into by the Municipal Commissioner or the Municipal Secretary only under the common seal of the Corporation.
- (3) As far as contacts relating to execution of works from the Engineering Departments is concerned, it is decided that :
  - (a) All contracts involving amounts not exceeding Rs. 5 lakh will be entered into by the Executive Engineers of the different departments/Boroughs, provided they have issued the work orders and they have obtained necessary approvals in terms of the different statutory provisions / rules /executive circulars from the appropriate authorities concerned :

To paraphrase, this power will be delegated to the Executive Engineers only for signing all the agreements with seals *after obtaining all the necessary approvals/clearances as are otherwise required.*
  - (b) Beyond Rs. 5 lakh and upto Rs. 25 lakh, the power of executing the contracts will be the Deputy Chief Engineers concerned, provided all the formalities are taken care of and *all the approvals are obtained beforehand in terms of statues/rules/executive circulars.*
  - (c) All contracts beyond Rs. 25 lakh will be entered into by the Chief Engineers/Director Generals/Controlling Officers of the respective Engineering Departments after complying with all norms and after obtaining necessary approvals from different quarters in terms of statues /rules/executive circulars.
  - (d) In the cases of contracts upto Rs. One Crore, the respective engineers who will sign the agreement and entered into contracts will be authorised to keep their respective seals on the body of the agreement and no further references may be required to the

Municipal Secretary's Office for obtaining the common seal on the body of the agreements as such.

- (e) All contracts beyond Rs. One Crore shall be sent to the Municipal Secretary's Office for embossing the common seal of the Corporation.
- (f) All these agreements may be entered into on demi-paper with the first page being a non-judicial stamp paper of minimum Rs. 10/-.
- (g) One copy of all contracts executed and /or embossed by the Municipal Secretary's Department shall be preserved by the same department. In case of other contracts, such copies shall be preserved by the respective department that executes them.

The Mayor-in-Council further desires that the arrangements envisaged above may be introduced immediately, though, simultaneously, draft regulations should be framed and sent upward for crystallizing the position.

Sd/-  
(Alapan Bandyopadhyay)  
Municipal Commissioner

#### ADDRESSES OF PERMANENT POTENTIAL MOSQUITO BREEDING SOURCES IN DIFFERENT WARDS OF KOLKATA MUNICIPAL CORPORATION

Borough :

Ward No. :

Sl.	Avn/St/Rd/Lane	Premises No.	MT	Open OHT	Seepage water under OHT	Well	Open Drain	Pond	Slum	UCB	Tentative year of completion of construction work
1.											
2.											
3.											
...											
Total											

**MT:** Masonary tank (Chowbachcha) **OHT:** Overhead water tank **UCB:** Under-construction building

Ward Medical Officer

Ward Vector Control In-charge

MUNICIPAL COMMISSIONER'S CIRCULAR NO. 5 OF 2013-14 DT. 16.04.2013

Sub : Entry of legacy data from Service Book of KMC employees.

Maintenance of date base of service records of all categories of KMC employees was considered a necessity on various grounds for a long time. The issue has been discussed several times with all departments and it has been decided that to create a comprehensive data base of all employees, data entry from Service Book of all categories of employees of the KMC will be taken up expeditiously. The Concerned departments will enter legacy data from Service Books into computers in respect of officers and staff whose service books are in the possession of the departments.

Entry of legacy data from Service Books into computers will be done by the regular employees of the concerned departments only. On completion of data entry, records will be verified and approved through the systems by competent official(s) not below the rank of Assistant Manager preferably with knowledge on establishment matters.

In this connection, the IT department will impart necessary user training to the concerned employees who will make data entry and those who will verify and approve the entered records.

Now, therefore, all Controlling Officers are requested to furnish names of regular employees of the department for data entry and verification as per the following format :

Sl. No.	Name	Emp. Id.	Designation	Suggested for (Entry User / Verifier & approver)
Department :			Signature of C.O.	

The names shall be furnished to DG & OSD (IT) on or before the respective training date of the concerned department as mentioned in the enclosed list for training and allotment of password.

Training will be given at the Conference Room of IT department (5<sup>th</sup> floor) at 48, Market Street, Kolkata – 700 087.

Sd/-  
(Khalil Ahmed)  
Municipal Commissioner

**SCHEDULE OF USER TRAINING FOR LEGACY DATA ENTRY AND  
VERIFICATION FROM SERVICE BOOK**

Venue : IT Conference Room, 48 Market Street, 5<sup>th</sup> floor, Kolkata – 700087

Sl. No.	Department Name	No. of Establishments	Training Date	Time
1	ADVERTISEMENT	1	25/04/2013	12.00 pm – 2 pm
2	AMUSEMENT	1	25/04/2013	12.00 pm – 2 pm
3	ASPHALTUM	2	25/04/2013	12.00 pm – 2 pm
4	ASSESSMENT AND COLLECTION	7	25/04/2013	12.00 pm – 2 pm
5	BUSTEE CELL AND S.S.E.P	1	25/04/2013	3 pm – 5 pm
6	C.M.A AND T.P OFFICE	1	25/04/2013	3 pm – 5 pm
7	CENTRAL RECORDS	1	25/04/2013	3 pm – 5 pm
8	CH. MANAGER(REV.) OFFICE	1	25/04/2013	3 pm – 5 pm
9	CHIEF VALUER AND SURVEYOR	1	25/04/2013	3 pm – 5 pm
10	TREASURY	6	25/04/2013	3 pm – 5 pm

<b>Sl. No.</b>	<b>Department Name</b>	<b>No. of Establishments</b>	<b>Training Date</b>	<b>Time</b>
11	FINANCE AND ACCOUNTS	5	26/04/2013	12.00 pm – 2 pm
12	SUPPLY	1	26/04/2013	12.00 pm – 2 pm
13	MPL. BUILDING TRIBUNAL	1	26/04/2013	12.00 pm – 2 pm
14	MPL. SECRETARY	1	26/04/2013	12.00 pm – 2 pm
15	MPL. COMMISSIONERS OFFICE	1	26/04/2013	12.00 pm – 2 pm
16	PARKS AND SQUARES	1	26/04/2013	12.00 pm – 2 pm
17	PERSONNEL	1	26/04/2013	12.00 pm – 2 pm
18	HEALTH	22	26/04/2013	3 pm – 5 pm
19	EDUCATION	5	27/04/2013	12.00 pm – 2 pm
20	INFORMATION AND PUBLIC RELATIONS	1	27/04/2013	12.00 pm – 2 pm
21	INFORMATION TECHNOLOGY DEPTT.	1	27/04/2013	12.00 pm – 2 pm
22	INSTITUTE OF URBAN MGT.	1	27/04/2013	12.00 pm – 2 pm
23	INTERNAL AUDIT	1	27/04/2013	12.00 pm – 2 pm
24	JT. MPL. COMMISSIONER'S OFFICE	1	27/04/2013	12.00 pm – 2 pm
25	LAW	1	29/04/2013	12.00 pm – 2 pm
26	LICENCE	1	29/04/2013	12.00 pm – 2 pm
27	LIGHTING	1	29/04/2013	12.00 pm – 2 pm
28	MARKET	1	29/04/2013	12.00 pm – 2 pm
29	ELECTRICITY	6	29/04/2013	12.00 pm – 2 pm
30	BUILDING	18	29/04/2013	3 pm – 5 pm
31	ENTALLY WORKSHOP	1	30/04/2013	12.00 pm – 2 pm
32	PLANNING AND DEVELOPMENT	1	30/04/2013	12.00 pm – 2 pm
33	PRINTING	1	30/04/2013	12.00 pm – 2 pm
34	PROJECT MANAGEMENT UNIT	1	30/04/2013	12.00 pm – 2 pm
35	PROJECT MANAGEMENT UNIT (KEIP)	1	30/04/2013	12.00 pm – 2 pm
36	ROADS	2	30/04/2013	12.00 pm – 2 pm
37	SERVICERECORDSANDACCOUNTSCELL	1	30/04/2013	12.00 pm – 2 pm
38	SEWER CLEANSING	1	30/04/2013	12.00 pm – 2 pm
39	SOCIAL SECTOR	1	30/04/2013	12.00 pm – 2 pm
40	CME (CIVIL)	16	30/04/2013	3 pm – 5 pm
41	SOLID WASTE MANAGEMENT - 1	25	02/05/2013	12.00 pm – 2 pm
42	SOLID WASTE MANAGEMENT – 2	13	02/05/2013	3 pm – 5 pm
43	TUBEWELL	5	03/05/2013	12.00 pm – 2 pm
44	DRAINAGE	5	03/05/2013	12.00 pm – 2 pm
45	WATER SUPPLY TO SHIP	2	03/05/2013	12.00 pm – 2 pm
46	WATER SUPPLY	8	03/05/2013	3 pm – 5 pm
47	WATER SUPPLY PUMPING STATION	5	03/05/2013	3 pm – 5 pm

**THE KOLKATA MUNICIPAL CORPORATION**  
**Central Municipal Office Buildings,**  
**5, S.N. Banerjee Road, Kolkata-700 013**

**Municipal Commissioner's Department.**

Dated : February 16, 2008

Municipal Commissioner's Circular No. 48 of 2007-2008.

**Sub : Citizen's Charter – Assessment-Collection Department, KMC.**

The Kolkata Municipal Corporation has resolved to adopt for itself, and present to the citizens at large, the following citizen's charter for the Assessment-Collection Department with regard to the services that the said department provides to the citizens.

The Assessment-Collection Department will ensure that the citizen's charter is prominently displayed in every office of the Assessment-Collection Department for the citizens' benefit. They will also ensure that this is given in website of KMC.

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
1	Simple Mutation							
a)	Mutation due to succession (intestate/ testamentary)	A42 Form duly filled up	Rs.100	<ul style="list-style-type: none"> <li>● 'No Outstanding Certificate' (NOC) from Assessment-Collection Department</li> </ul> Additional documents for Intestate – <ul style="list-style-type: none"> <li>● Affidavit (sworn before Notary Public or executive/ judicial magistrate) of heirship specifically mentioning municipal premises number and assessee number</li> <li>● Death certificate of the Recorded Owner (RO) and other legal heirs (where applicable) in original. In case of death outside KMC jurisdiction, attested photo copy of death certificate will be accepted</li> </ul> Additional documents for Testamentary – <ul style="list-style-type: none"> <li>● Certified copy or photo copy of Probated Will duly attested by a Group-A government Officer/ Notary</li> </ul>	The designated counter for mutation of the Assessment-Collection office concerned	7 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned



Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
				Public/ Category 'A' KMC officer/ College principal(s)/ University teachers / Public Sector Bank managers / Postmaster (Death Certificate to be attached where ever applicable)				
b)	Mutation of flats registered under Cooperative Societies Registration Act 1973 under section 178 (2)(III) of KMC Act 1980	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>• 'No Outstanding Certificate' (NOC) from Assessment-Collection Department</li> <li>• Certified copy or photo copy (duly attested by group A Gazetted officer/ Notary Public/ Category 'A' KMC officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster) of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment register. e.g. Registered Deed of Conveyance</li> <li>• Copy of resolution of the Society accepting the applicant as member of the Society along with approval of the Assistant/ Deputy Registrar of the Co-operative Societies towards such resolution, duly certified by the Secretary/ Chairman of the Society</li> <li>• Photo copy of share Certificate duly certified/attested by the Secretary/ Chairman of the society showing transfer of certificate in favour of the applicant.</li> </ul>	The designated counter for mutation of the Assessment-Collection office concerned	7 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
c)	Mutation of flats registered under WB Apartment Ownership Act 1972 under section 178(2)(IV) of KMC Act 1980	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>• 'No Outstanding Certificate' (NOC) from Assessment-Collection Department</li> <li>• Certified copy or photo copy (duly attested by group A Government officer/ Notary Public/ Category 'A' KMC officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster) of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment register e.g. Registered Deed of Conveyance</li> <li>• Instrument C of West Bengal Apartment Ownership Act</li> </ul>	The designated counter for mutation of the Assessment-Collection office concerned	7 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
d)	Mutation due to transfer except under Cooperative Societies Registration Act and WB Apartment Ownership Act	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>Attested copy of Registered Deed(s) of Conveyance showing devolution from the recorded owner to the applicant</li> <li>'No Outstanding Certificate' (NOC) from Assessment-Collection Department</li> </ul> Documents mentioned under 1( b) and 1( c) above wherever applicable	The designated counter for mutation of the Assessment-Collection office concerned	15 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
e)	Mutation of Wakf property	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>All documents mentioned in service no. 1(a)</li> <li>Clearance from Wakf Board</li> </ul>	The designated counter of the Assessment-Collection office concerned	4 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
f)	Mutation of thika/ bustee	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>All documents mentioned in service no. 1(a)</li> <li>Clearance from Controller of Thika Tenancy (CTT)</li> </ul>	The designated counter of the Assessment-Collection office concerned	4 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
g)	Mutation of colony	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>All documents mentioned in service no. 1(a)</li> <li>Patta from Refugee Relief &amp; Rehabilitation Department</li> </ul>	The designated counter of the Assessment-Collection office concerned	4 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
2	Mutation cum separation	A42 Form duly filled up	Rs.300	<ul style="list-style-type: none"> <li>Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant</li> <li>Separation site plan ,duly signed by Licensed Building Surveyor / Architect and the applicant, showing               <ul style="list-style-type: none"> <li>the mother premises</li> <li>the premises to be separated and demarcated (to be shown in different colors)</li> <li>the entrance to the individual plots</li> <li>the abutting road mentioning the road width</li> <li>the layout plan showing floor wise area of the constructed buildings</li> </ul> </li> </ul>	The designated counter of the Assessment-Collection office concerned	60 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/ suggestions
				<p>In case the land is vacant, the same is to be shown and recorded with area Road width of the street should be indicated</p> <ul style="list-style-type: none"> <li>Any other documents/ link deed supporting the separation</li> <li>Duly filled up Proforma I of A42 form</li> <li>An affidavit in respect of payment of prorata share of property tax i.e. Proforma II of A42 form</li> </ul>				
3	Mutation cum amalgamation	A42 Form duly filled up	Rs 300	<ul style="list-style-type: none"> <li>Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant</li> <li>Duly filled up Proforma I of A42 Form</li> <li>Affidavit in Proforma II of A42 Form</li> <li>Any other documents/ link deed supporting the amalgamation</li> <li>'No Outstanding Certificate' (NOC) from Assessment- Collection Department is required for all the premises for which amalgamation is sought for</li> <li>Site plan duly signed by Licensed Building Surveyor/ Architect &amp; applicants showing <ul style="list-style-type: none"> <li>The different premises sought to be amalgamated (each site and the total site are to be shown in different colors)</li> <li>the entrance mentioning the road width</li> <li>floor layout plans for the construction area</li> <li>the area of each premise &amp; the total premises</li> <li>land area and covered area</li> <li>road width of the street</li> </ul> </li> </ul>	The designated counter of the Assessment-Collection office concerned	60 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
4	Mutation cum apportionment of consolidated rate	A42 Form duly filled up	Rs 300	<ul style="list-style-type: none"> <li>Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant</li> <li>Duly filled up Proforma I of A42 Form</li> <li>Affidavit in Proforma II of A42 Form</li> <li>Copy of building plan (for which application is submitted) duly signed by Licensed Building Surveyor</li> </ul>	The designated counter of the Assessment-Collection office concerned	60 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
				<ul style="list-style-type: none"> <li>● In case of first time assessment, Possession Letter/ Completion Certificate from building department</li> <li>● If completion certificate is not available photocopy of the first meter reading is to be submitted by the premises owner</li> </ul>				
5	Fixation of percentage liability of taxes	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>● Layout Plan/ Building Plan showing the measurement of the total area of the building and the portion of the building under possession of the applicant</li> <li>● Attested copy of registered deed(s) showing devolution from the recorded owner to the applicant</li> </ul>	Office of Assessor-Collector concerned	15 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
6	Reconsideration of valuation due to change in occupancy	A 75 Form duly filled up	NIL	<ul style="list-style-type: none"> <li>● Tenancy agreement or lease/sub-lease agreement / last rent receipt. In case the payment is made through cheque, bank clearance certificate is required.</li> <li>● 'No Outstanding Certificate' (NOC) from Assessment-Collection Department after completion of GR/ IR</li> <li>● The owner should submit floor wise area and the area of the portion into which the tenant has moved.</li> </ul>	Office of Assessor-Collector concerned	90 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
7	Change of mailing address (including intimation to DP centre)	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>● Document furnishing proof of residence</li> <li>● Photocopy of last paid up property tax receipt. In case the payment is made through cheque, bank clearance certificate is required.</li> </ul>	Office of Assessor-Collector concerned	15 working days, it will be reflected in tax bill in the following year	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
8	Book corrections and sending information to DP centre and preparation of bills, if any in case of mutation / separation /	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>● No supporting documents required</li> </ul>	Office of Assessor-Collector concerned	The DP centre updates records once annually	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
	amalgamation etc. in normal case after hearing by HO (if necessary)							
9	Issues of fresh bills							
a)	Correction of book and preparation of fresh bills and calling back old bills	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>Original bills that need to be cancelled and</li> <li>Relevant original payment receipts. In case the payment is made through cheque, bank clearance certificate is required</li> </ul>	Office of Assessor-Collector concerned	7 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
b)	Recall of old bills and preparation of fresh bills after book corrections on receipt of order from Municipal Assessment Tribunal (MAT)	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>Attested copy of Municipal Assessment Tribunal (MAT) order (if appeal has not been filed)</li> <li>Original receipts of payments made against wrong bills. In case the payment is made through cheque, bank clearance certificate is required.</li> </ul>	Office of Assessor-Collector concerned	7 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
c)	Recall of bills and issue of fresh bills in any other cases	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>Bills to be cancelled in original and relevant rate card</li> <li>(Original payment receipts. In case the payment is made through cheque, bank clearance certificate is required.</li> </ul>	Office of Assessor-Collector concerned	21 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
10	Correction of book and preparation of bills after GR hearing and issue of rate card	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>No supporting documents required</li> </ul>	Office of Assessor-Collector concerned	7 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
11	Refund / Adjustment cases bills after GR hearing and issue of rate card	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>Original payment receipts along with photocopy paid against wrong bills. In case the payment is made through cheque, bank clearance certificate is required.</li> <li>Attested copy of Municipal Assessment Tribunal (MAT) order, if any (if appeal has not been filed)</li> </ul>	Office of Assessor-Collector concerned	3 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
12	Cases of rectification of errors on any matter relating to Assessment / Collection Wing which deals with cancellation of assessment under section 192 of KMC Act 1980	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>Relevant documents related to the nature of application to substantiate the claim</li> </ul>	Office of Assessor-Collector concerned	3 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
13	Issue of 'No outstanding Certificate'	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>Payment receipts for any outstanding dues. In case payment is made through cheque, bank clearance certificate is required</li> <li>Payment receipt of PD bills of current financial year upto the quarter during which application is made for 'No Objection' Certificate. In case the payment is made through cheque, bank clearance certificate is required</li> </ul>	Designated Counter at the Office of Assessor-Collector concerned	15 working days	NOC Counter Operator	Deputy Assessor-Collector
14	Issuance of various certified copies like inspection book, assessment register, order of hearing officer etc.	Plain paper application addressed to Assessor-Collector concerned	As per schedule (depending on the document sought).	<ul style="list-style-type: none"> <li>Upto date paid up property tax receipt. In case the payment is made through cheque, bank clearance certificate is required</li> </ul>	Office of Assessor-Collector concerned	10 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
15	Transfer of property from colony to non colony (other than amalgamation/ apportionment/ separation)	A42 Form duly filled up	Rs 300	<ul style="list-style-type: none"> <li>● Attested copy of Deed issued by Refugee Relief and Rehabilitation (RR&amp;R) department</li> <li>● Site plan duly signed by the applicant along with Licensed Building Surveyor (LBS) or the secretary of the colony committee</li> <li>● Clearance certificate of outstanding till the quarter of issuance of deed after completion of GR/ IR (if any) prior to that</li> </ul>	Designated counter at the unit office concerned	60 days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
16	Assessment of unassessed property ( In cases where clearance KIT/ KMDA/ LA Collector are not involved)	A42 Form duly filled up	Rs 300	<ul style="list-style-type: none"> <li>● Attested copy of deed</li> <li>● Copy of Records of Rights (ROR/ parcha) in the name of the applicant or vendor. If ROR is not available in the name of the applicant then B.L. &amp; B.L.R.O mutation certificate in the name of the applicant is required</li> <li>● Site plan showing the premises with boundary the signature of the LBS</li> <li>● Location sketch</li> </ul>	Office of Assessor-Collector concerned	3 months	Deputy Assessor-Collector concerned	Assessor-Collector concerned
17	Assessment of unassessed property ( In cases where clearance KIT/ KMDA/LA Collector are involved)	A42 Form duly filled up	Rs 300	<ul style="list-style-type: none"> <li>● Attested copy of deed</li> <li>● Copy of Records of Rights (ROR/ parcha) in the name of the applicant or vendor. If ROR is not available in the name of the applicant then mutation certificate from Block Land Revenue Officer (B.L.R.O) in the name of the applicant is required</li> <li>● Site plan showing the premises with boundary the signature of the L.B.S</li> <li>● Location sketch</li> <li>● Clearance from KMDA/KIT wherever required</li> </ul>	Office of Assessor-Collector concerned	6 months	Deputy Assessor-Collector concerned	Assessor-Collector concerned
18	Conversion of character of premises e.g. tank to land, factory to non factory/ dwelling house, bustee to pucca etc.	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>● Clearance from appropriate department and government authority as required under law</li> </ul>	Office of Assessor-Collector concerned	3 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
19	Issue of duplicate bill/rate card	Plain paper application addressed to Assessor-Collector concerned	Rs 20 for each bill and Rs 70 for each rate card	<ul style="list-style-type: none"> <li>● Photocopy of last paid bill</li> </ul>	Office of Assessor-Collector concerned	1 working day	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
20	Issue of mutation certificate	Plain paper application addressed to Assessor-Collector concerned	Rs 100	<ul style="list-style-type: none"> <li>● 'No Outstanding Certificate' from Assessment-Collection Department</li> </ul>	Office of Assessor-Collector concerned	7 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
21	Change of ward of the premises	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>● Recommendation certificate from Chief Valuer and Surveyor Department</li> <li>● All tax clearance certificate from the previous ward</li> <li>● Up-to-date hearing of all GR/IR</li> <li>● Site plan of the premises</li> </ul>	Office of Assessor-Collector concerned	3 months	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
22	Feasibility certificate i) Applied by owner ii) Applied by person other than owner	Plain paper application addressed to Assessor-Collector concerned	(i) Rs 1000 (ii) Rs 3000	<ul style="list-style-type: none"> <li>● Photocopy of last property tax receipt. In case the payment is made through cheque, bank clearance certificate is required</li> <li>● Two copies of blueprint of building sketch plan meant for period concerned, duly signed by LBS and owner along with authorization letter where applicable</li> <li>● 'No Outstanding' certificate from Assessment-Collection Department</li> <li>● Up-to-date hearing of all GR/IR</li> </ul>	Office of Assessor-Collector concerned	1 month	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
23	Certificate of detail of non residential surcharge	Plain paper application addressed to Assessor-Collector concerned	As per schedule	<ul style="list-style-type: none"> <li>● Copy of rate card</li> <li>● Detailed area of the bldg specifying rent from each tenant with area occupied</li> <li>● Copy of latest tax receipt. In case the payment is made through cheque, bank clearance certificate is required.</li> <li>● 'No Objection' certificate from Assessment-Collection Department</li> <li>● Up to date hearing of all GR/IR</li> </ul>	Office of Assessor-Collector concerned	30 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned



Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
24	Change in company's name	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>● Certificate from registrar of companies</li> <li>● 'No Objection' certificate from Assessment-Collection Department</li> <li>● Document showing ownership of the premises</li> </ul>	Designated counter at the unit office concerned	7 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
25	Transfer from minor to major	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>● Birth certificate/school leaving certificate</li> <li>● Notarized affidavit / Judicial Magistrate</li> <li>● 'No Outstanding' certificate from Assessment-Collection Department</li> </ul>	Designated counter at the unit office concerned	7 working days	Assistant Assessor-Collector concerned	Deputy Assessor-Collector concerned
26	Issue of letter of intimation	Plain paper application addressed to Assessor-Collector concerned, specifying the assessee number and premises number	NIL	<ul style="list-style-type: none"> <li>● No supporting documents are required</li> </ul>	Office of Assessor-Collector concerned	1 working day	Deputy Assessor-Collector concerned	Assessor-Collector concerned
27	Scheme of amalgamation (with respect to several companies)	A42 Form duly filled up	Rs 100	<ul style="list-style-type: none"> <li>● Scheme of amalgamation as approved by any competent court</li> <li>● Deed copy blueprint (2 copies)</li> <li>● Affidavit for pro rata payment on stamp paper (Rs.10)</li> <li>● 'No Outstanding' certificate from Assessment-Collection Department</li> </ul>	Designated counter at the unit office concerned	30 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
28	Suspense account intimation/transfer/adjustment	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>● Original paid up receipts. In case the payment is made through cheque, bank clearance certificate is required</li> </ul>	Office of Assessor-Collector concerned	60 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned

Sl. No.	Specific Service Sought	Application Procedure	Total Fees Payable	Documents to be submitted with application	Application Submitted To	Time limit for providing the Service	For inquiries contact	Contact for complaints/suggestions
29	Updation of SMART map	Plain paper application addressed to Assessor-Collector concerned	NIL	<ul style="list-style-type: none"> <li>• Blueprint of the premises (scale 50 ft = 1 inch)</li> </ul>	Office of Assessor-Collector concerned	30 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
30	Certificate for commercial surcharge percentage	Plain paper application addressed to Assessor-Collector concerned, either from owner or from tenant	As per schedule	<ul style="list-style-type: none"> <li>• Floor wise area of the premises</li> <li>• Name of the tenant with area occupied</li> <li>• Rent paid by Commercial tenant with area occupied</li> </ul>	Office of Assessor-Collector concerned	15 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
31	Registration of occupier's share of tax	Plain paper application addressed to Assessor-Collector concerned, either from owner or tenant	As per schedule	<ul style="list-style-type: none"> <li>• Deed of agreement</li> </ul>	Office of Assessor-Collector concerned	15 working days	Deputy Assessor-Collector concerned	Assessor-Collector concerned
32	Exemption under section 172/173/173(a)/425(k)/171(4) [waiver of commercial surcharge to the maximum limit of 75%] / 171(5) [Rebate of 25% of property tax for the first three years of a newly constructed building assessed as single unit]	Plain paper application addressed to Assessor-Collector concerned	No fees	<ul style="list-style-type: none"> <li>• Sec 172-audited balance sheet and income expenditure statement for last three years</li> <li>• Sec 173 - approval from state government</li> <li>• Sec 173(a) - affidavit declaring that no other property is owned by the applicant in the state and the property is used for his own residential purpose only; employer's certificate</li> <li>• Sec 425(k) - agreement with DG (PMU) that the property has been declared as heritage</li> <li>• Sec 171(4) - Government notification</li> <li>• Sec 171(5) - completion certificate issued by building Deptt.</li> </ul> <p>In all cases area of the premises and that of build up portion should be specified</p>	Office of Assessor-Collector concerned	4 months	Deputy Assessor-Collector concerned	Ch. Manager (Revenue) or Assessor-Collector

\* Time limit for providing the services is subject to submission of all satisfactory documents

# All forms are available at KMC website <http://www.kolkatamycity.com>

**N.B.**

- Separation will not be allowed if means of access is less than 3.5m. This width of the road will not be effective for sub division of plots in case of allotment by Refugee, Relief & Rehabilitation Department and in case of colonies
- For separation of land the maximum length permissible for the means of access will be as per the table given below

Width of means of access	Maximum length of the means of access	
	For means of access closed at one end	For means of access open to street at both ends
3.5 meters and above but not more than 7 meters	25 meters	75meters
Above 7 meters but not more than 10 meters	50 meters	150 meters
Above 10 meters	No restriction	No restriction

- The minimum width can be relaxed if the land created after separation is situated at the dead end.
- Tank filled land cannot be separated
- In cases of land with tank, separation can be allowed only if there is an embankment of 6 feet all round the tank and with a proper means of access to the tank
- The statutory open space of a building should be provided with the building at the time of separation
- Land of a heritage building cannot be separated without the approval of MIC or recommendation of the Heritage Conservation Committee
- A Cemetery land or a Burial Ground land or a park or the River front or the land of an Educational Institution as referred to in the Land Use & Development Control Plan can't be separated or divided into plots
- Land under controller of thika tenancy and that of wakf cannot be separated without the approval of the respective authority
- Any industrial plot cannot be sub divided into non industrial plots without the approval of Industrial Reconstruction Department, Government of West Bengal
- Amalgamation of plots is allowed only if all the plots proposed to be amalgamated are having means of access/ abutting street of same width or all the plots are abutted with the same means of access/ street (same width means same category of width as in the table below)

Category	Width of means of access
1	Less than 3.5 meters
2	3.5 meters or more but not more than 7 meters
3	More than 7 meters but no more than 10 meters
4	More than 10 meters

- For amalgamation the ownership of the two lands should be same
- For heritage building amalgamation requires approval of MIC or recommendation of the Heritage Conservation Committee
- For conversion of tank to land prior approval from DG(PMU) is required [Office at 48 Market Street, Kolkata]
- For conversion from factory to non-factory clearance from Industrial Reconstruction Department is required [Office at Writer's Building, Kolkata]
- For conversion of property from colony to non colony, patta from Refugee, Relief & Rehabilitation Department is required [Office at 6 Camac Street, Kolkata]
- For conversion of property from Bustee to Non Bustee, clearance from Controller of Thika Tenancy [Office at Survey Building, 35 Gopal Nagar Road, Kolkata] and DG(Building) [Office at KMC Head Office, 5 S.N.Bannerjee Road, Kolkata] is required.
- For wards 57, 58, 59 and 66 all cases of mutation, separation, amalgamation etc. require an additional document, namely affidavit declaring the premises (for which mutation, separation, amalgamation etc is sought for) is not a KMC property. Two copies of this affidavit along with two original blueprint plans should be submitted.
- Khatal premises as per list provided by Controller of Thika Tenancy (CTT) cannot be mutated, apportioned, amalgamated or separated unless clearance from CTT is obtained.
- Assessment of unassessed property under ward no 66, 67, 89, 91, 93,94, 95, 96, requires clearance from Kolkata Improvement Trust/ Kolkata Metropolitan Development Authority.

KMC website – [www.kolkatamycity.com](http://www.kolkatamycity.com)

This has the approval of Mayor-in-Council (vide its resolution dated 15.02.2008)

**Sd/-**  
**(Alapan Bandyopadhyay)**  
**Municipal Commissioner**

Distribution :

1. Project Director, KEIP & all Joint Municipal Commissioners
2. Chief Manager (Revenue) – for further circulation in the department
3. P.A. to Hon'ble Mayor/Dy. Mayor/Members, Mayor-in-Council



**APPROVED SCHEDULE RATES FOR BINDING  
FOR THE YEAR 2012-13 (w.e.f. 01.10.2012)  
THE KOLKATA MUNICIPAL CORPORATION**

**List of Binding works  
*Half-Binding***

Sizes	Cloth & Marble		Country Leather & Marble		Country Leather Cloth (Old)		Country Leater & Cloth (Spring)		Calf & Cloth (Spring)		Canvas & Cloth (Spring)		Canvas & Marble	
	A		B		C		D		E		F		F	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
	1		2		3		4		5		6		7	
Imperial 10" X 20"	30.00		45.00		60.00		80.00		88.00		84.00		76.00	
Super Royal 28" X 20"	35.00		36.00		38.00		34.00		35.00		30.00		22.00	
-Do - 4 to – Do -	8.00		11.00		12.00		15.00		23.00		22.00		10.00	
-Do - 8 to – Do -	6.00		9.00		11.00		11.00		13.00		5.00		5.00	
Royal 25" X 20"	14.00		25.00		27.00		32.00		35.00		26.00		22.00	
Royal Half 20" X 12 ½ "	16.00		20.00		22.00		24.00		27.00		16.00		13.00	
-Do - 4 to – Do -	13.00		14.00		15.00		17.00		17.00		14.00		11.00	
-Do - 8 to – Do -	5.00		6.00		7.00		9.00		11.00		6.00		5.00	
Minimum 23" X 18"	30.00		45.00		60.00		80.00		88.00		76.00		70.00	
Demy 22" X 18"	30.00		45.00		60.00		80.00		88.00		76.00		70.00	
Double Demy 23" X 36"	42.00		60.00		88.00		93.00		99.00		85.00		74.00	
Demy Half 18" X 11"	16.00		22.00		30.00		40.00		44.00		36.00		26.00	
-Do - 4 to – Do -	4.00		6.00		9.00		11.00		13.00		9.00		4.00	
-Do - 8 to – Do -	3.00		5.00		7.00		9.00		10.00		5.00		4.00	
Double Foolscap	32.00		40.00		55.00		60.00		75.00		55.00		40.00	
Foolscap 17" X 13"	17.00		23.00		32.00		38.00		46.00		36.00		30.00	
-Do - 4 to – Do -	10.00		12.00		20.00		23.00		24.00		22.00		20.00	

Sd/-  
(R. N. Basu Roychoudhury)  
Municipal Secretary

**APPROVED SCHEDULE RATES FOR BINDING  
FOR THE YEAR 2012-13 (w.e.f. 01.10.2012)  
THE KOLKATA MUNICIPAL CORPORATION  
List of Binding works**

Sizes	Full Binding		Marble	Guard Files		Miscellaneous	
	Kheruas	Canvas	Cloth	Chatty	Canvas Paper M	Nature of Works	Rate
	G	H	J	L			
	Rs. P. 8	Rs. P. 9	Rs. P. 10	Rs. P. 11	Rs. P. 12	Rs. P. 13	Rs. P. 14
Imperial 10" X 20"	21.00	25.00	32.00	8.00	33.00	Index Cutting & Figure	8.00
Super Royal 28" X 20"	16.00	26.00	33.00	7.00	34.00	Upto 6 Qrs....	
-Do - 4 to – Do -	7.00	9.00	12.00	6.00	6.00	A to Z over 6 Qrs	9.00
-Do - 8 to – Do -	5.00	8.00	8.00	5.00	5.00	Page Numbering per 100	1.50
Royal 25" X 20"	15.00	18.00	12.00	5.00	5.00	Perforating per 1000	6.00
Royal Half 20" X 12 ½ "	10.00	12.00	14.00	16.00	14.00	Gilt Letter per 100	12.00
-Do - 4 to – Do -	7.00	8.00	8.00	5.00	6.00	P.W.D. Pattern Note Book	12.00
-Do - 8 to – Do -	4.00	6.00	4.00	5.00	5.00	Bustee Card Puncing per 100	9.00
Minimum 23" X 18"	6.00	22.00	20.00	6.00	24.00	Interleaving per 1000 (17"X13" above)	12.00
Demy 22" X 18"	8.00	22.00	21.00	6.00	24.00	Interleaving per 1000 (17"X13" below)	6.00
Double Demy 23" X 36"	15.00	15.00	16.00	4.00	7.00	Ruling (Plain) per Ream (17"X13" above)	30.00
Demy Half 18" X 11"	4.00	7.00	7.00	3.00	8.00	Ruling (Plain) per Ream (17"X13" below)	25.00
-Do - 4 to – Do -	3.00	6.00	6.00	3.00	7.00	Ruling (Column) per Ream (17"X13" above)	60.00
-Do - 8 to – Do -	3.00	5.00	7.00	4.00	7.00	Ruling (Column) per Ream (17"X13" below)	35.00
Double Foolscap 17"X27"	16.00	27.00	29.00	26.00	16.00	Envelope Making – Big Size per 1000	80.00
Foolscap 17" X 13 ½ "	6.00	20.00	22.00	19.00	8.00	Small Size per 1000	70.00
						Spl. Size per 1000	85.00
						Pasting & Stitching – Per sheet	0.15

Sd/-  
(R. N. Basu Roychoudhury)  
Municipal Secretary